UNITED STATES ARMY CONTRACTING COMMAND, EUROPE (USACCE)

GOVERNMENT PURCHASE CARD (GPC)

C.A.R.E. TRAINING

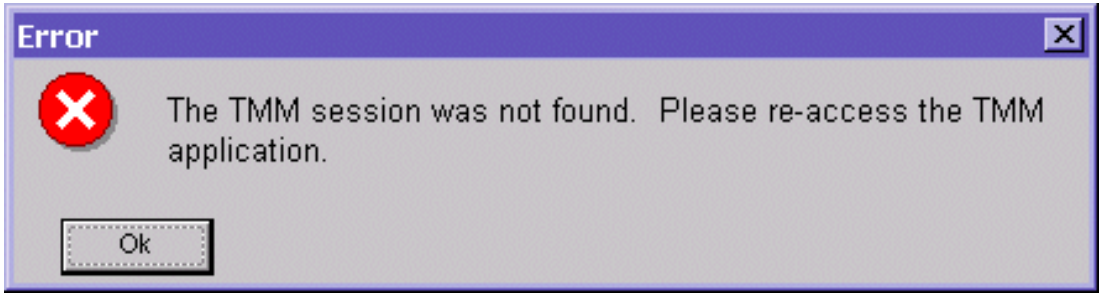
ADP REQUIREMENTS

- Pentium 120 MHz or higher
- 36 MB memory (64 MB recommended to run reports)
- Windows 95, 98, 2000, NT or XP
- Internet Explorer 4.1 (with server pack 1), 5.0 or
- Netscape Navigator 4.5 or higher
- Internet connectivity
- 128 Bit Encryption

- System Admin Support – Download JAVA Applets

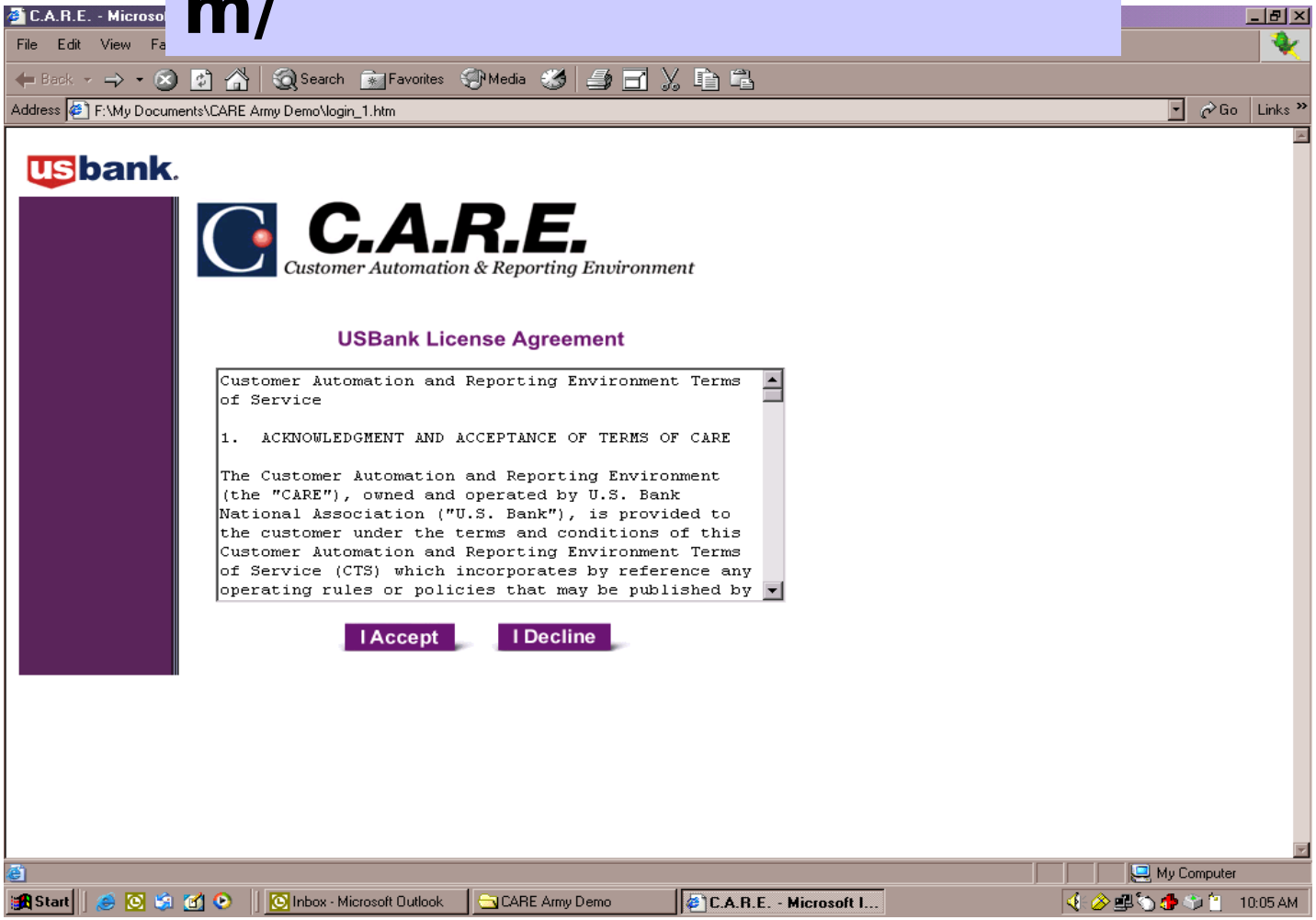
ADP REQUIREMENTS

You will see the error message below when the JAVAs are not up-to-date.
Solution: Call your System Administrator.



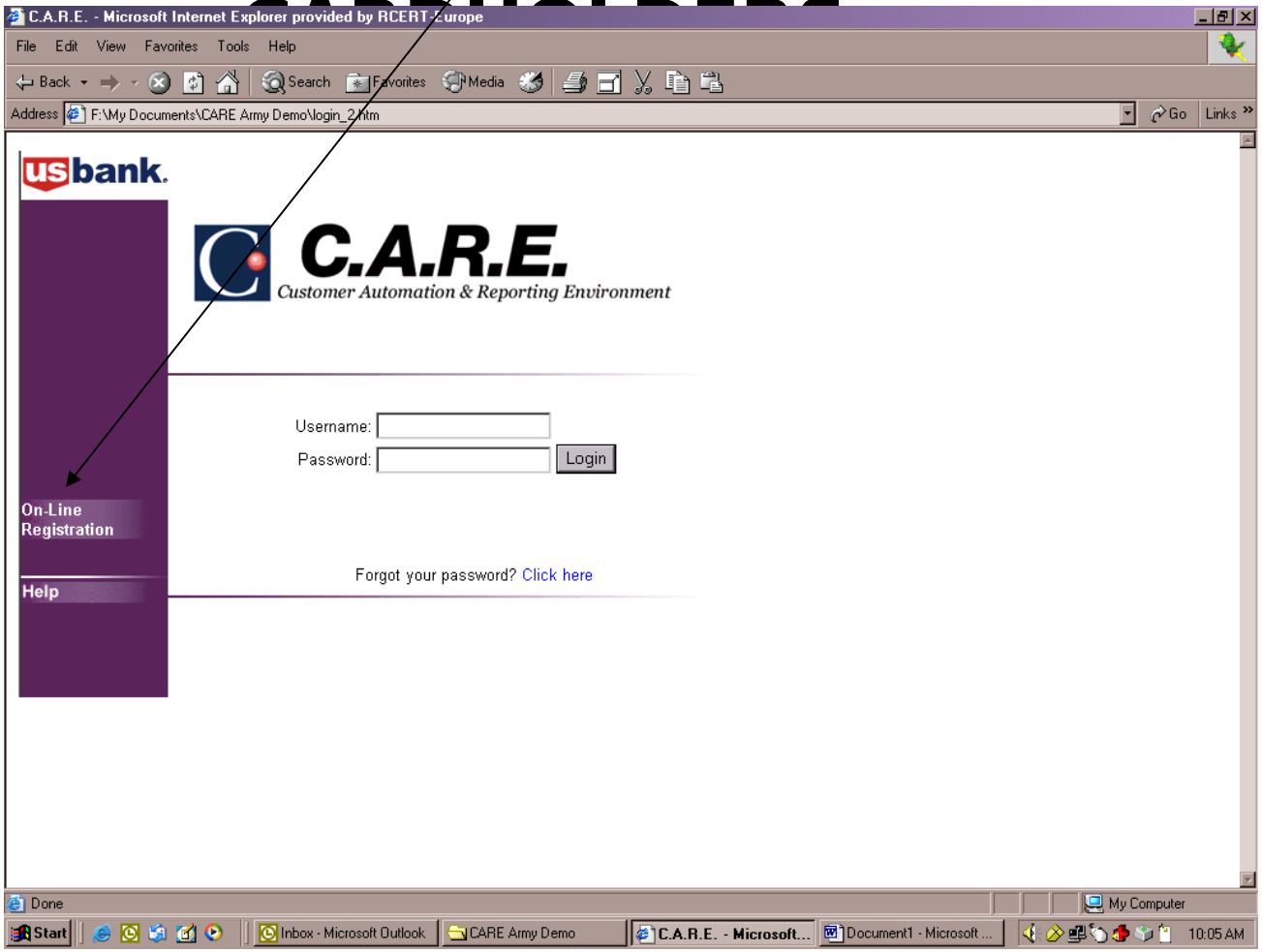
C.A.R.E. WEBSITE

https://care.usbank.com/


C.A.R.E. - Microso
File Edit View Fa
Back Search Favorites Media
Address F:\My Documents\CARE Army Demo\login_1.htm
Go Links
usbank.
C.A.R.E.
Customer Automation & Reporting Environment
USBank License Agreement
Customer Automation and Reporting Environment Terms of Service
1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF CARE
The Customer Automation and Reporting Environment (the "CARE"), owned and operated by U.S. Bank National Association ("U.S. Bank"), is provided to the customer under the terms and conditions of this Customer Automation and Reporting Environment Terms of Service (CTS) which incorporates by reference any operating rules or policies that may be published by
I Accept
I Decline
My Computer
Start
Inbox - Microsoft Outlook
CARE Army Demo
C.A.R.E. - Microsoft I...
10:05 AM

C.A.R.E. Online Registration

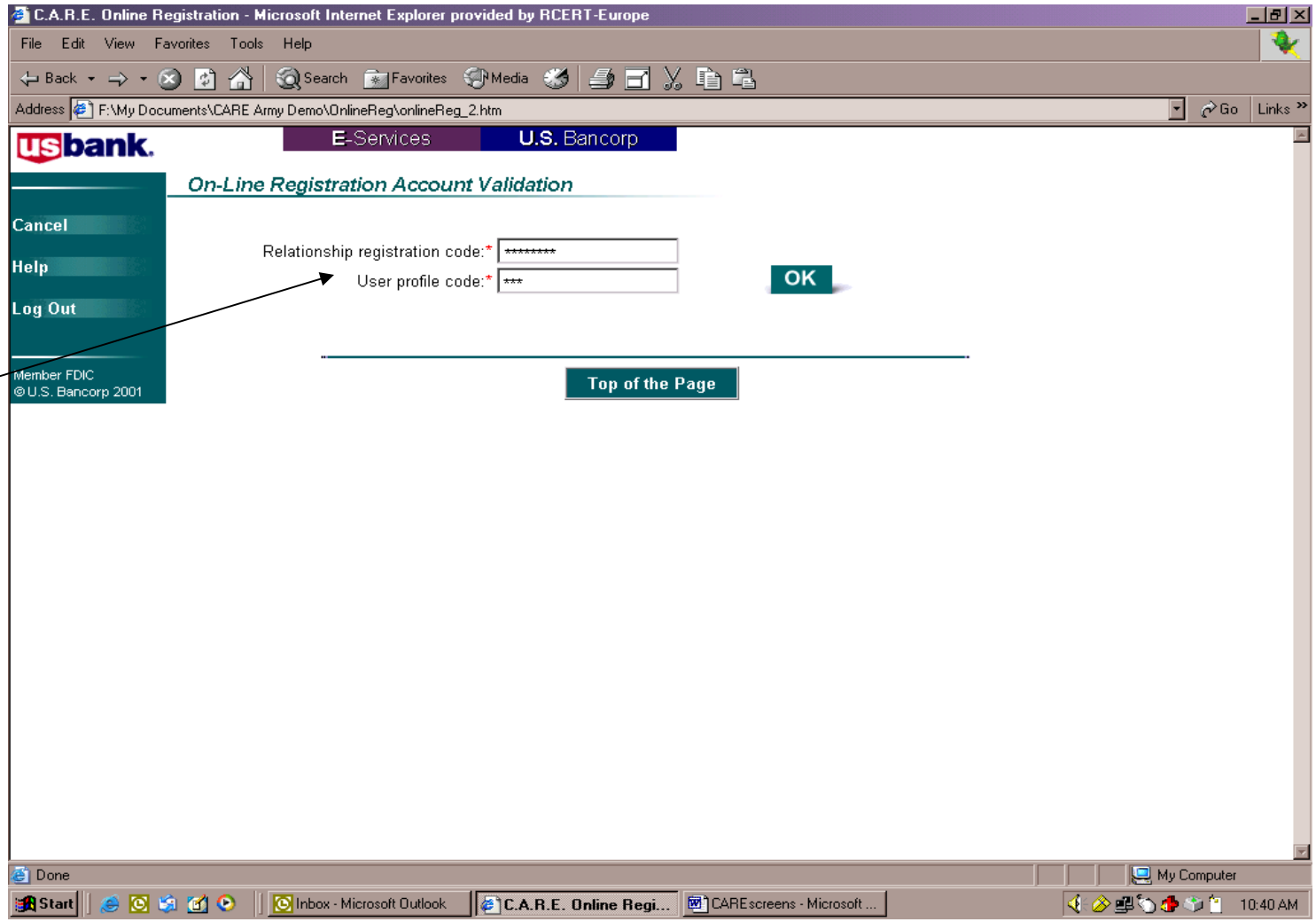
FOR



C.A.R.E. Online Registration

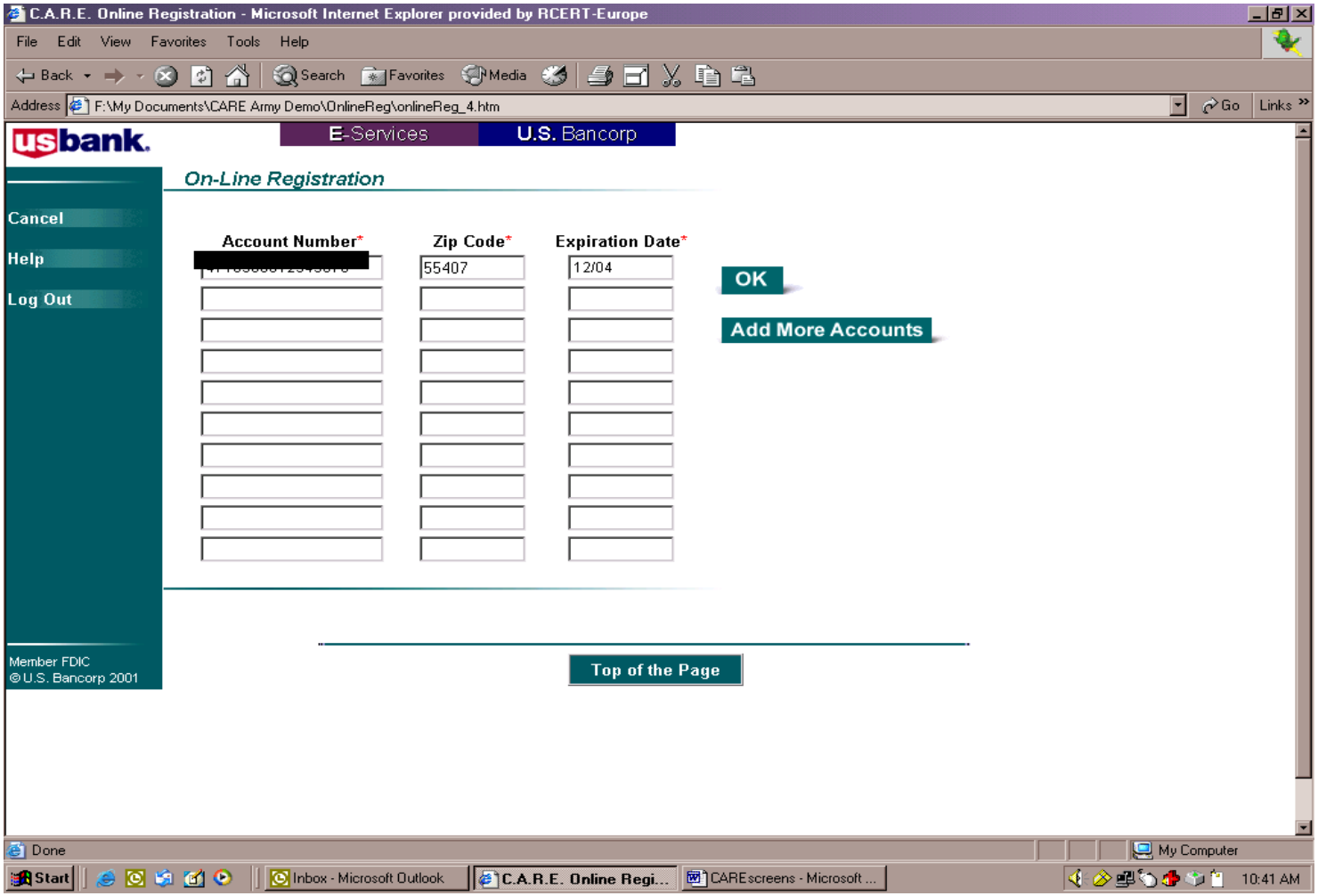
FOR

A/OPC provides these codes

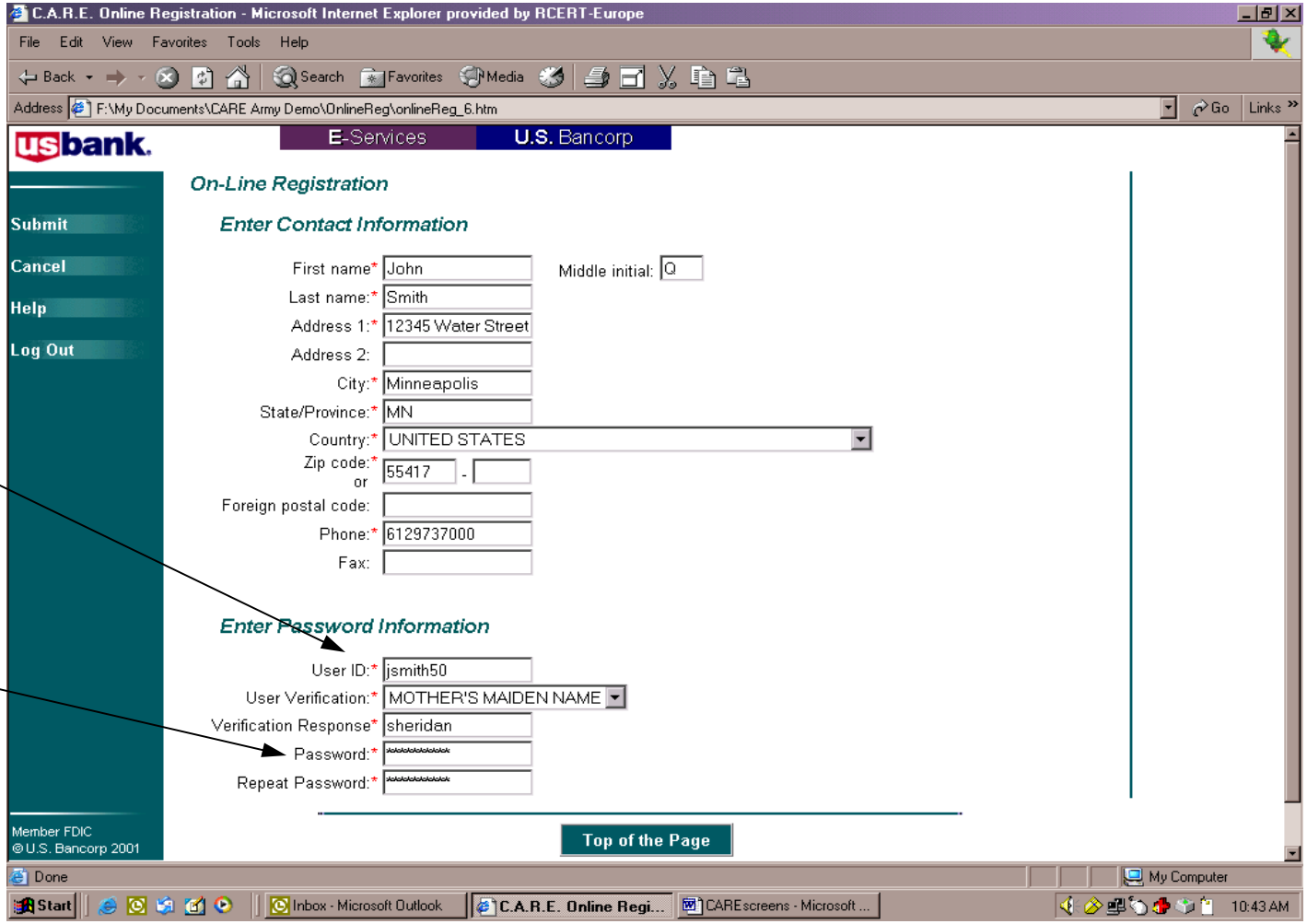


C.A.R.E. Online Registration

FOR



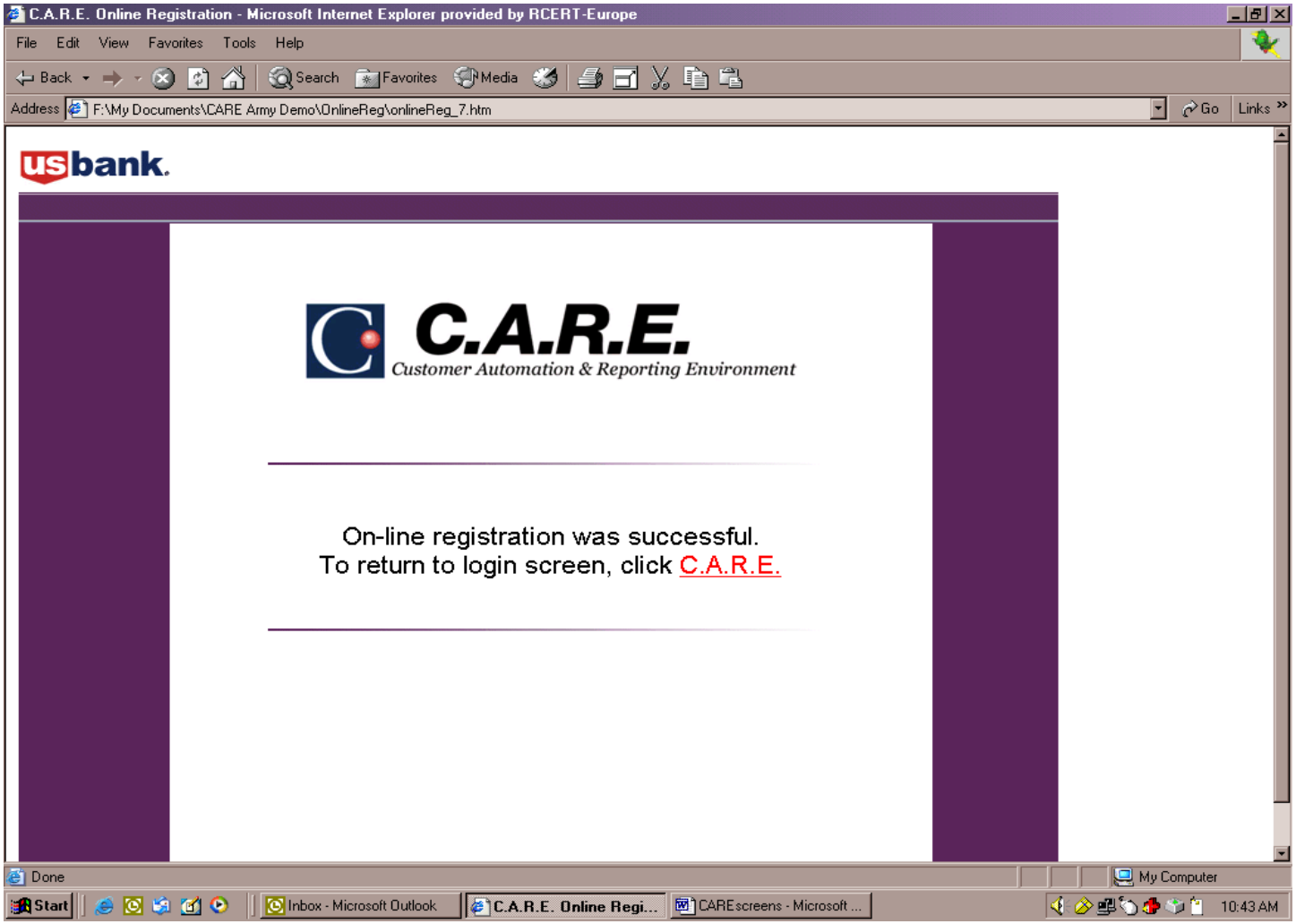
C.A.R.E. Online Registration FOR



Tip: User ID should be 7-12 characters with at least 1 letter and 1 number.

Passwords should be 8-12 characters with at least 1 letter and 1 number.

C.A.R.E. Online Registration FOR



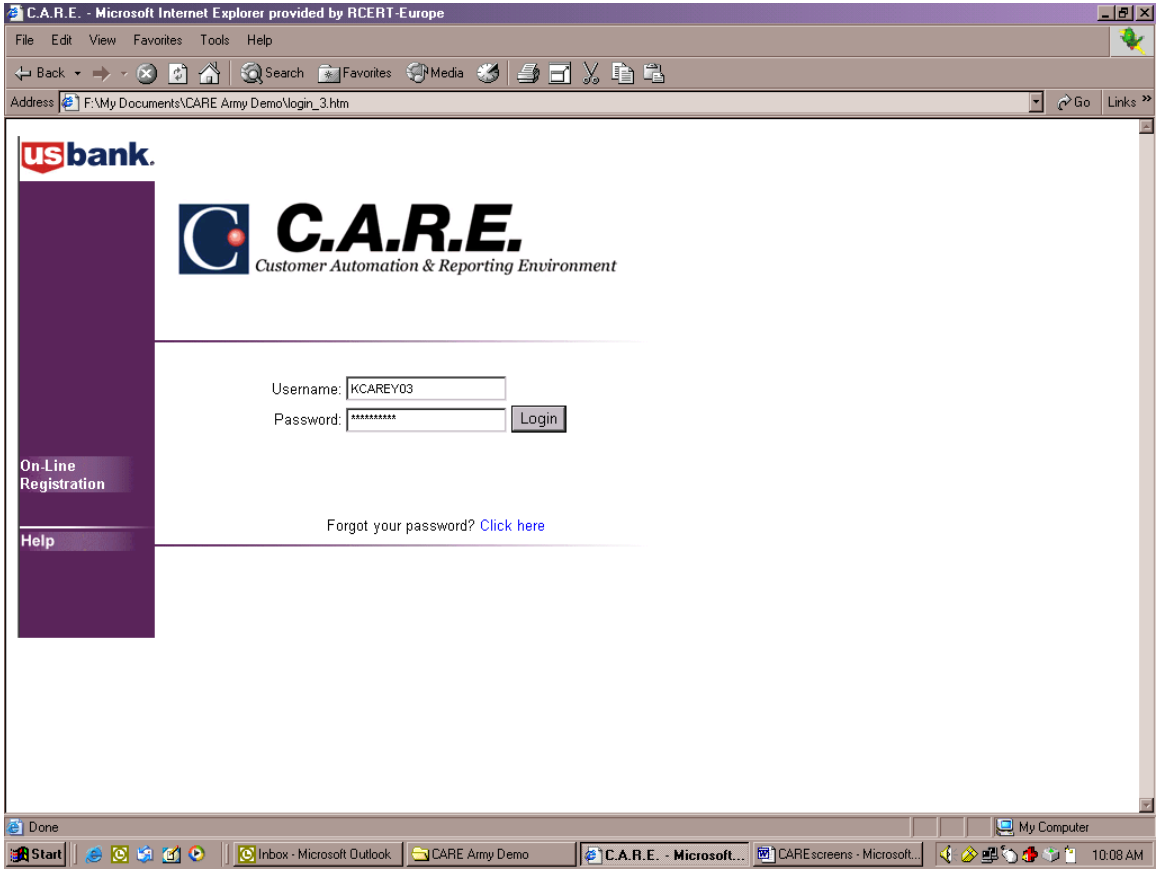
C.A.R.E. Registration

Billing Officials: **Your A/OPC will send you a spreadsheet asking for a verification question and response. Once completed, this will be sent to the US Bank, who assigns your USER ID and TEMPORARY PASSWORD.**

Once you sign into C.A.R.E. for the first time, the system will prompt you to choose a new password (8-12 characters with at least 1 letter and 1 number).

C.A.R.E. LOGON

BOOKMARK THIS



Beginning of Cardholders' Procedures Section

C.A.R.E. Main Screen

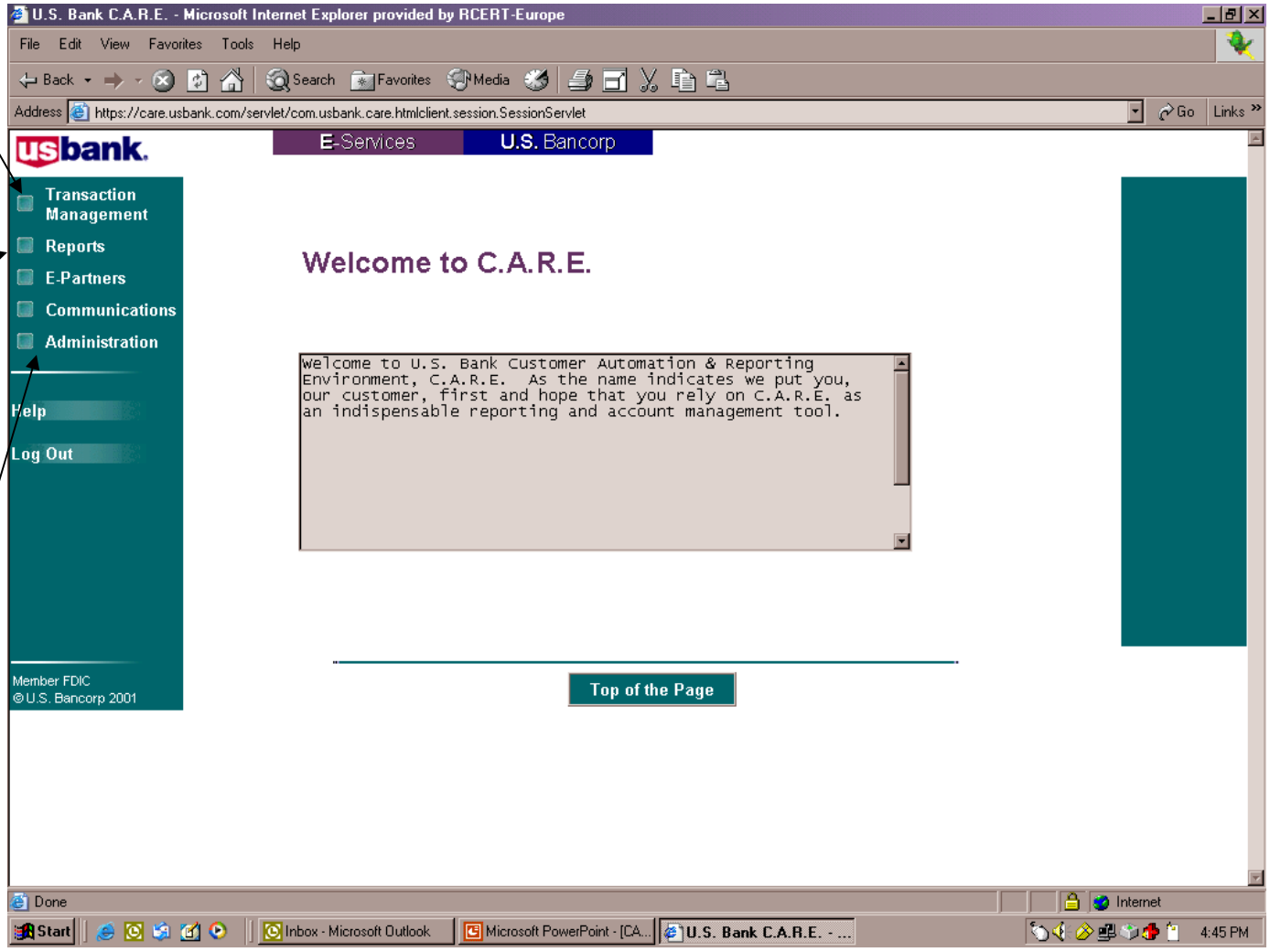
Transaction Management is used to enter your purchases, print your logs, reconcile accounts and approve your monthly statement.

Reports are used to print your monthly statement.

E-partners is not currently available.

Communications is not currently available.

Administration is used to change password.



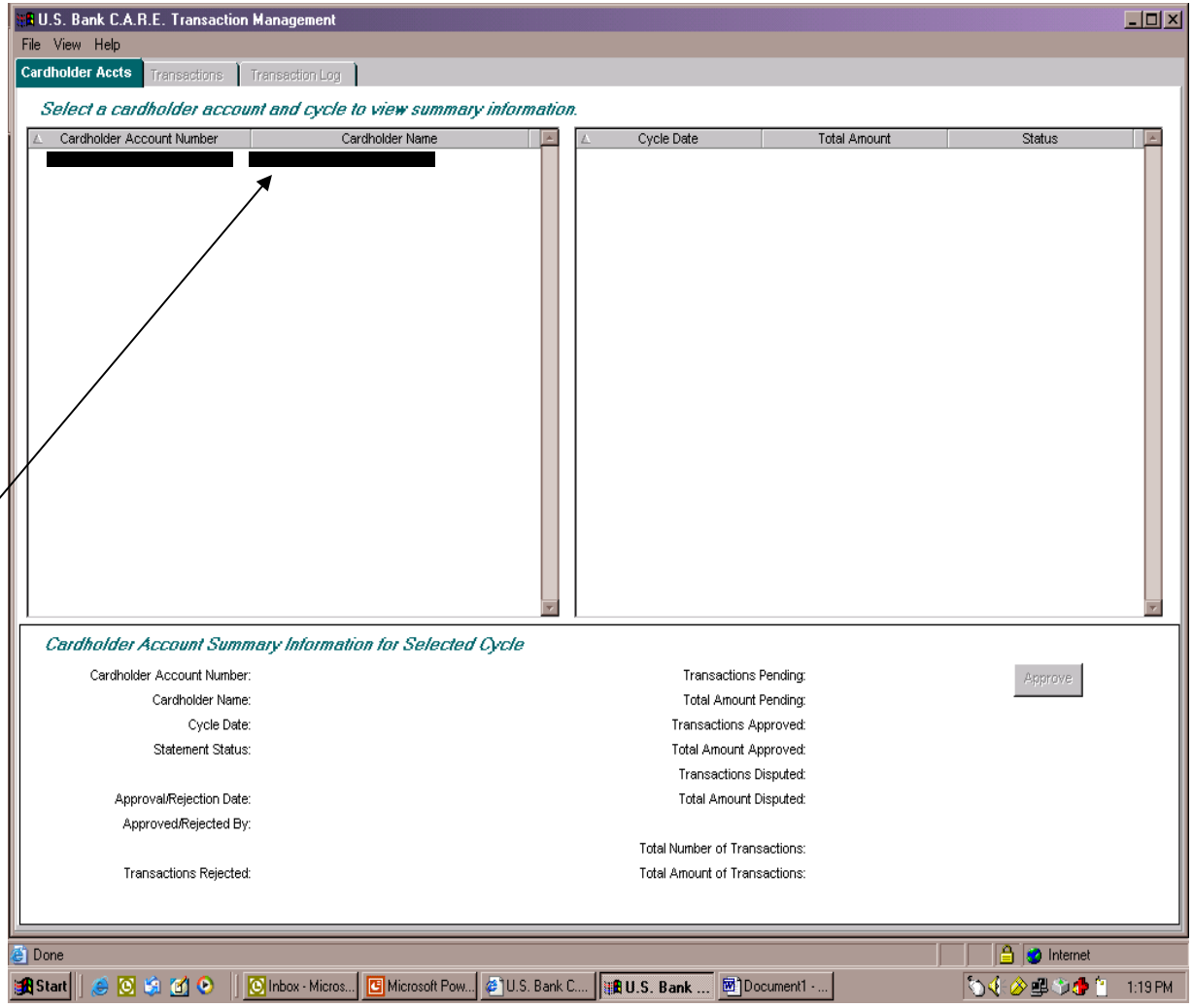
Transaction Management

TRANSACTION LOG ENTRY

(MANDATORY!!!)

Click on Transaction Management. (It will take a few moments to load so be patient). This is used to create a log to track purchases as they are being made. When you make a purchase you must enter the purchase into the C.A.R.E. system on the log.

Highlight your name (cardholder)



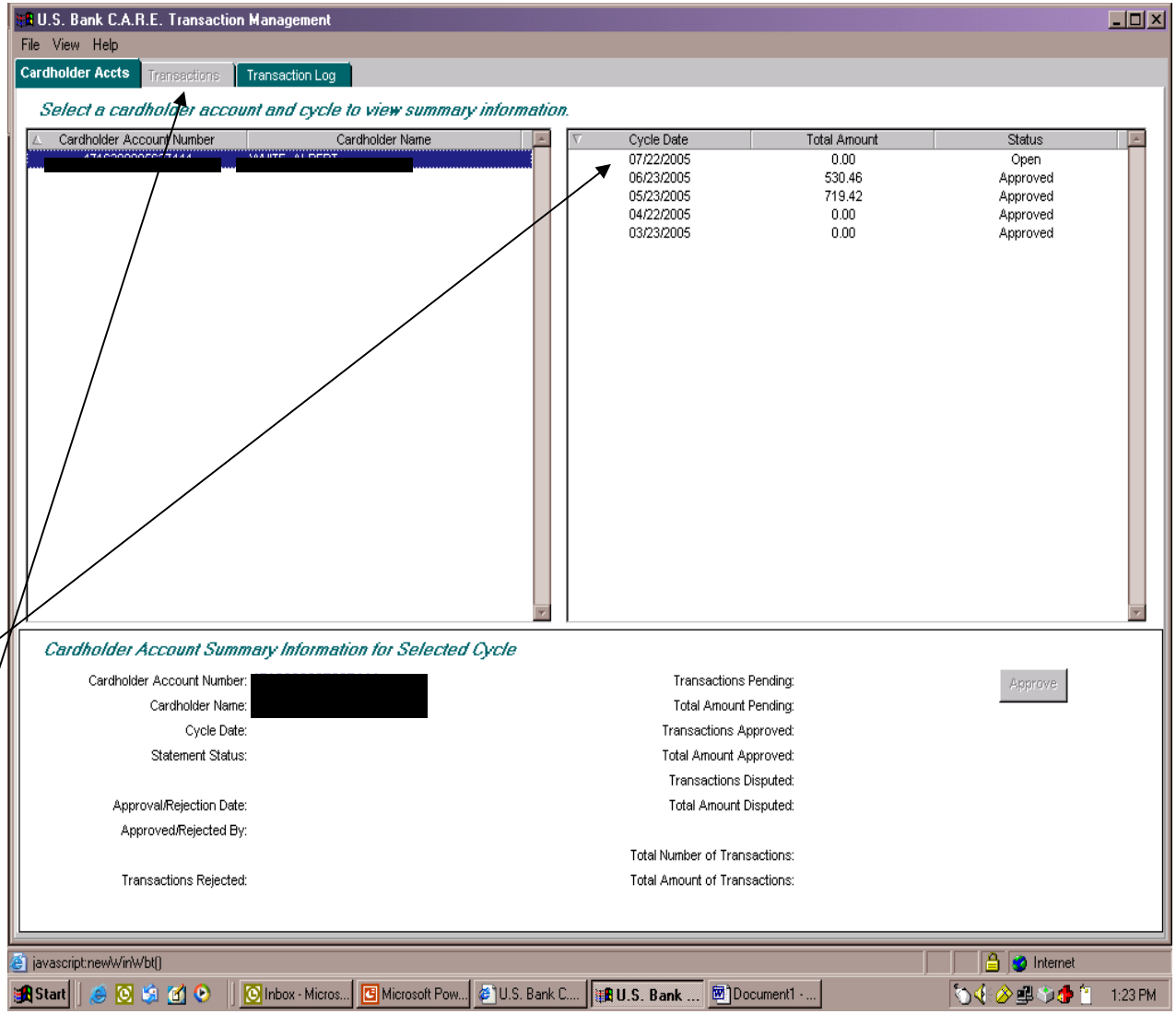
Transaction Management

You must now select a cycle to work with. The current cycle has a status of "open" until after the closing date (23rd).

If your cycle has already been reconciled and "approved," you *cannot* change it. If a previous cycle is still showing as "unapproved" you may still reconcile and approve up to 15 calendar days past the cycle closing date.

Select the current (open) cycle by clicking on it once.

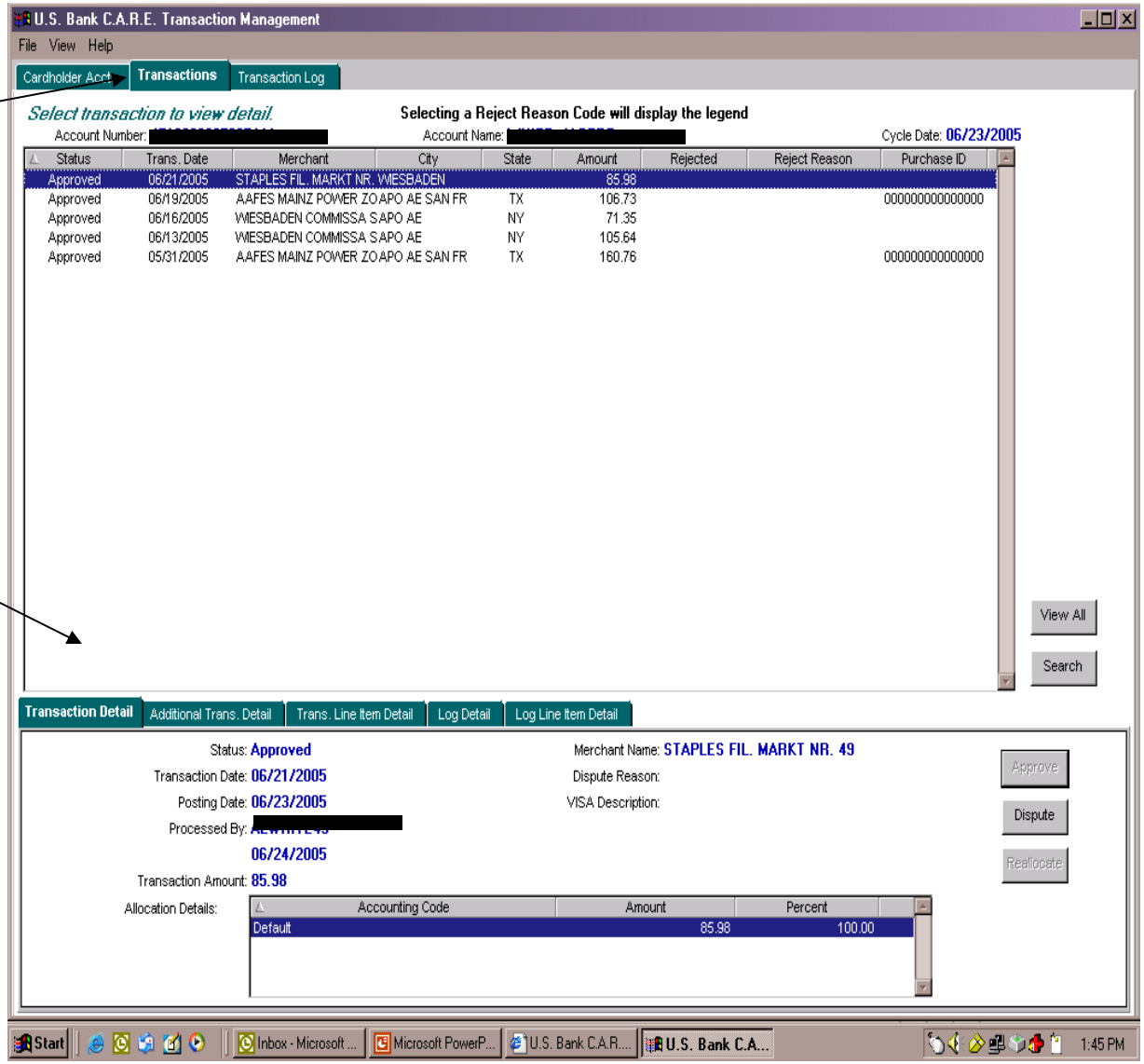
After you select the cycle, the "Transactions" tab will



Transaction Management

TRANSACTIONS TAB:
Displays all the charges by merchants to the cardholder's account during the billing cycle. You can see the transaction status, date, merchant name, dollar amount, etc.

Under the Transactions Tab, you will see 5 other tabs. You can move from one to the other. Each time you highlight a purchase, the transaction detail information changes.

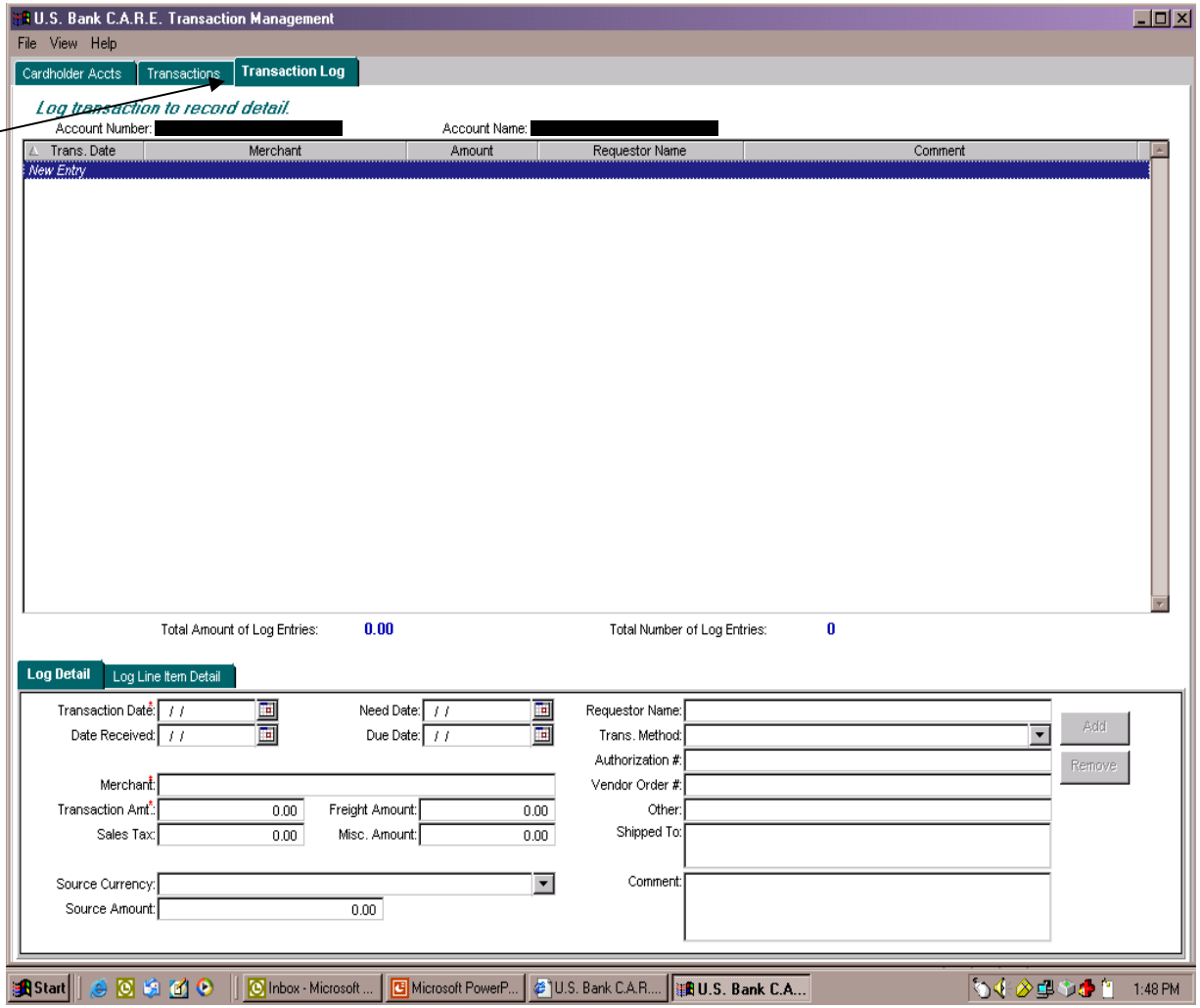

U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Acct
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Account Number:
Account Name:
Cycle Date: 06/23/2005
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Reject Reason | Purchase ID
Approved | 06/21/2005 | STAPLES FIL. MARKT NR. WIESBADEN | | | 85.98
Approved | 06/19/2005 | AAFES MAINZ POWER ZO APO AE SAN FR | | TX | 106.73 | 000000000000000
Approved | 06/16/2005 | WIESBADEN COMMISSA S APO AE | | NY | 71.35
Approved | 06/13/2005 | WIESBADEN COMMISSA S APO AE | | NY | 105.64
Approved | 05/31/2005 | AAFES MAINZ POWER ZO APO AE SAN FR | | TX | 160.76 | 000000000000000
View All
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Status: Approved
Transaction Date: 06/21/2005
Posting Date: 06/23/2005
Processed By:
06/24/2005
Transaction Amount: 85.98
Merchant Name: STAPLES FIL. MARKT NR. 49
Dispute Reason:
VISA Description:
Approve
Dispute
Reallocate
Allocation Details:
Accounting Code | Amount | Percent
Default | 85.98 | 100.00
Start
Inbox - Microsoft ...
Microsoft PowerP...
U.S. Bank C.A.R....
U.S. Bank C.A...
1:45 PM

Transaction Log

TRANSACTION LOG TAB:

This is where the cardholder records each purchase on the day the purchase is made, regardless of whether it has shown up in the Transactions TAB yet.

This is a MANDATORY action. The fields with red * are mandatory fields.



Transaction Log

NEW TRANSACTION LOG ENTRY
(click on "New Entry"):
Date of the transaction (click on the calendar button next to the date to enter the information).

Enter merchant/contractor name.

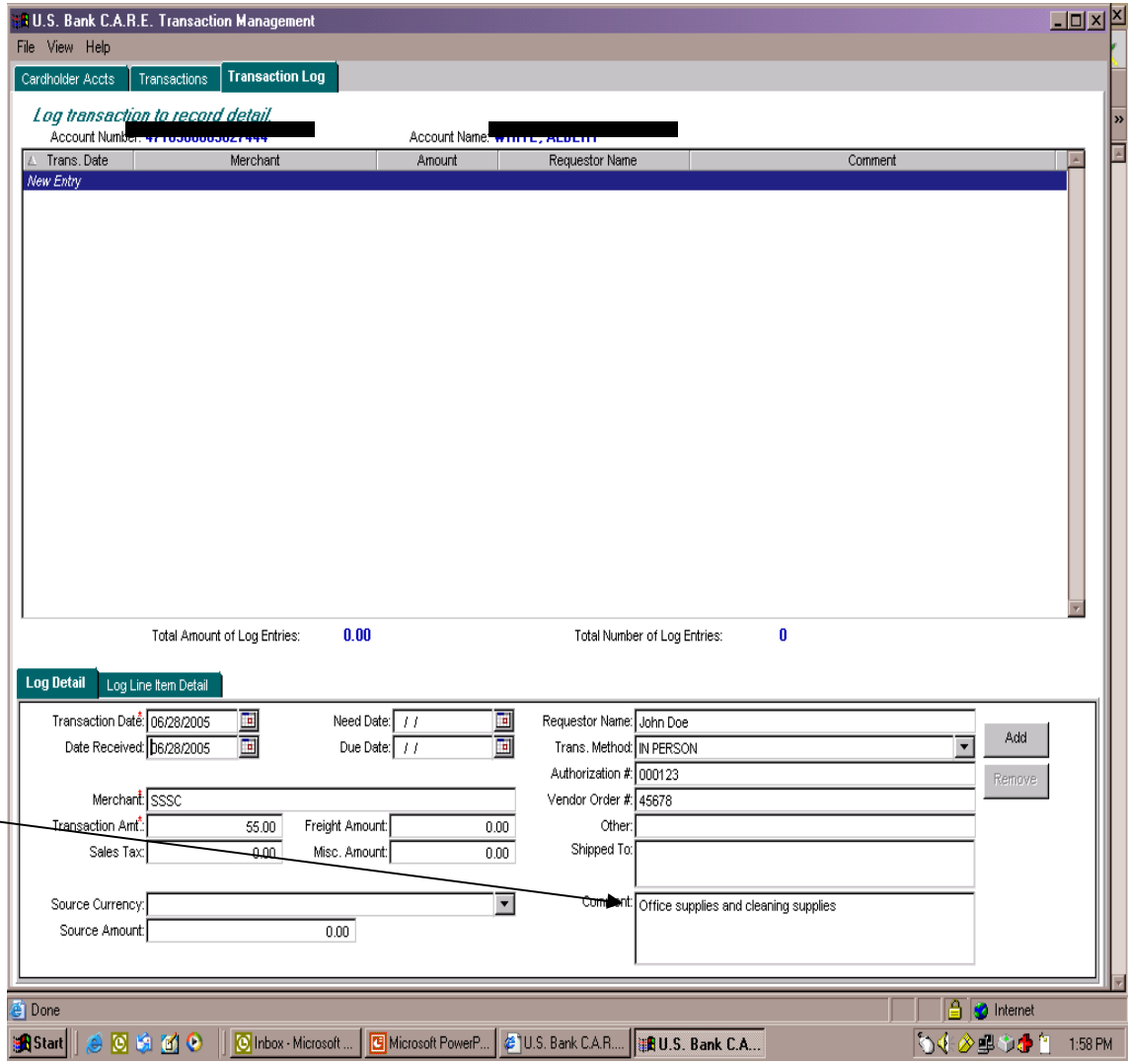
Total cost of the purchase in US dollars. If purchase is in a Foreign Currency, input $1.00.

Source currency used (use drop down menu) and amount in foreign currency.

Name of requestor.

VERY IMPORTANT: make sure you input the item description (what you bought) in the "Comment" block!

NOTE: If you have a detailed receipt and you will not be using

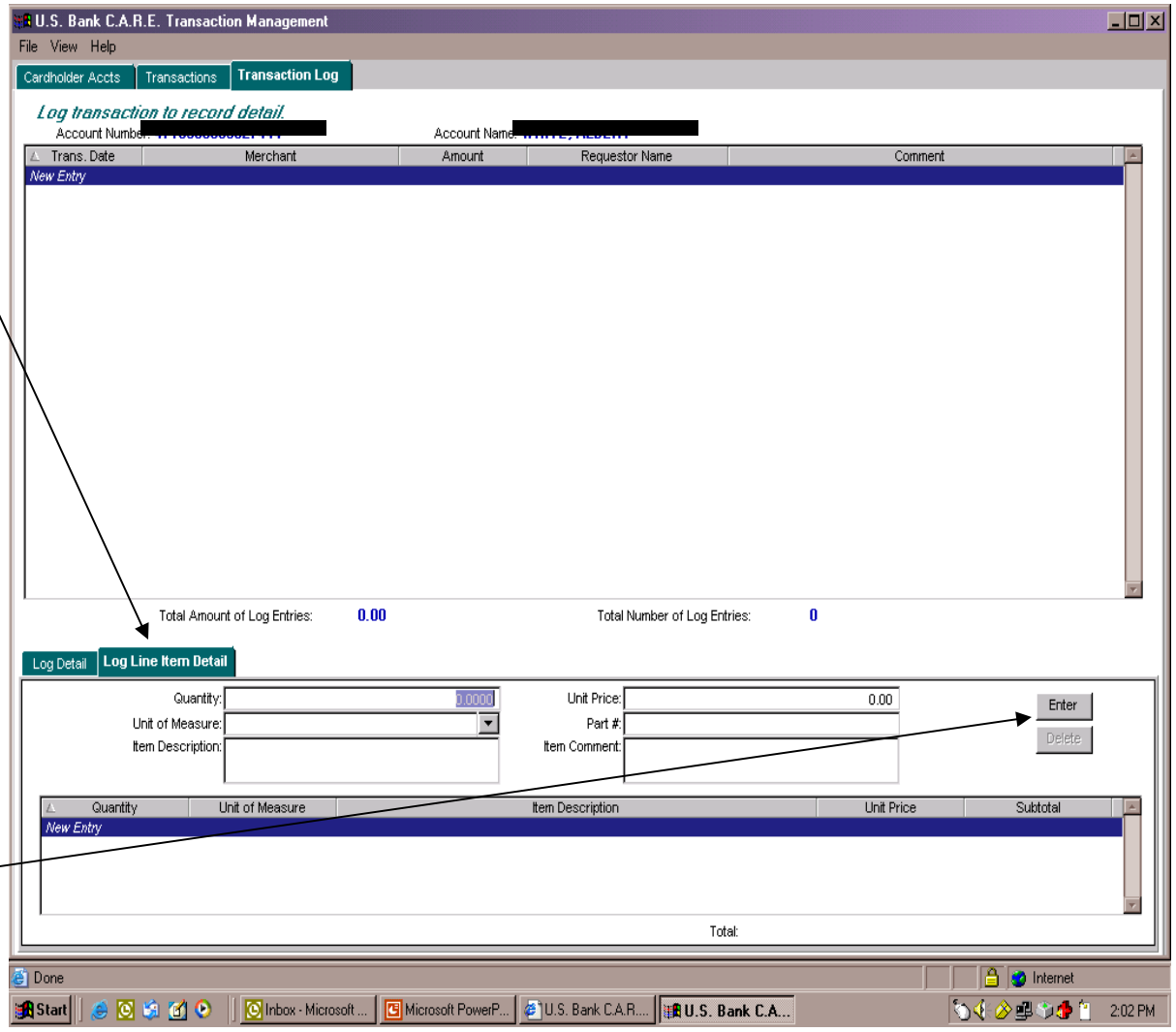


Transaction Log

LOG LINE ITEM DETAIL:

If you have purchased numerous items and would like to add more details to your Transaction Log, you may use this screen. Allows you to input quantities, units of measure, item descriptions, unit prices, part numbers and additional comments.

Click the "Enter" button to add the line item detail and return back to the "Log Detail" tab to add the transaction to your Transaction Log.

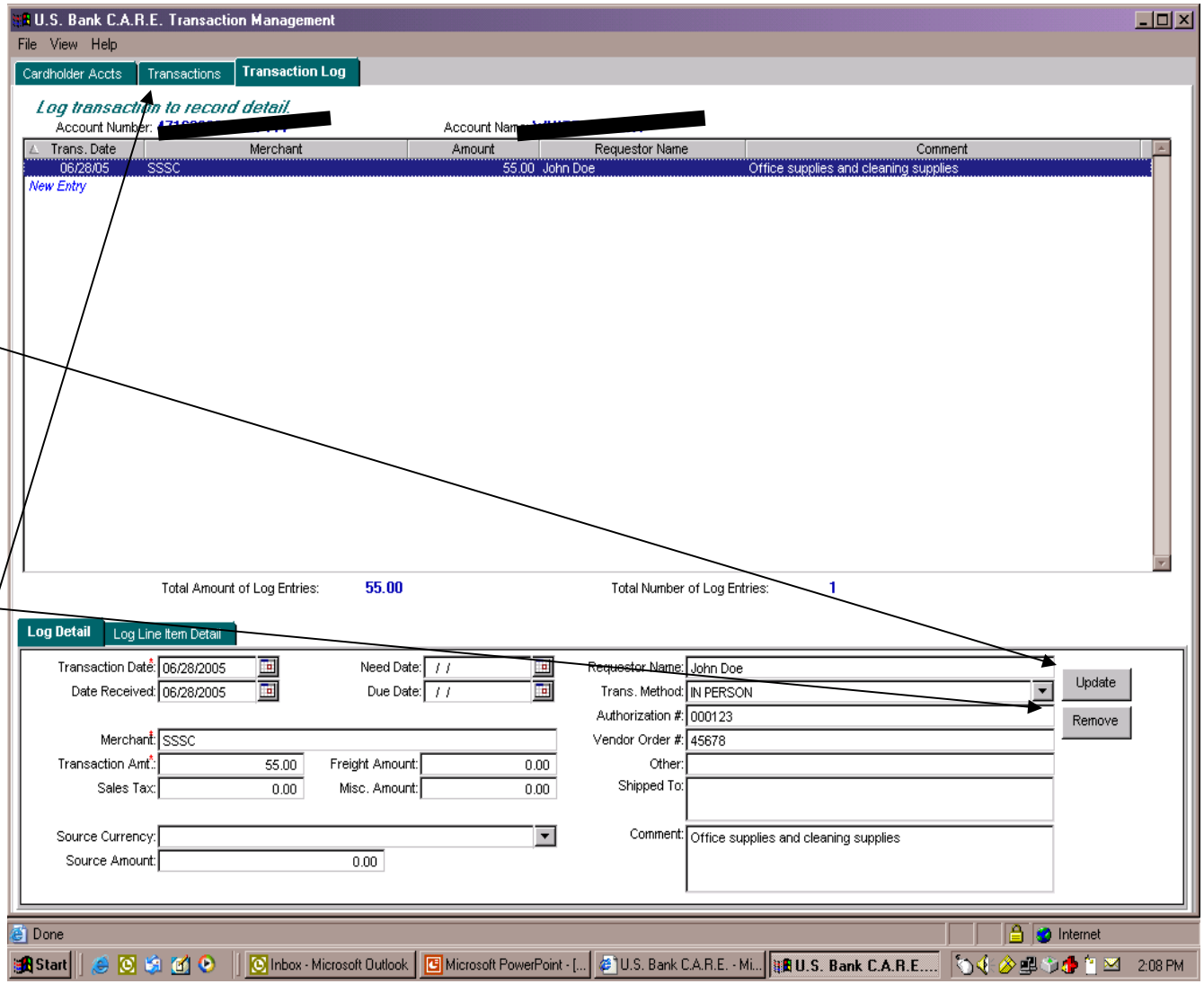


Transaction Log

To change an existing log entry, select the entry from the listing. Make your changes and click the "Update" button.

To delete an existing entry, select the entry and click the "Remove" button.

To reconcile (APPROVE) the purchase, click on the Transactions Tab.



Reconcile Purchases

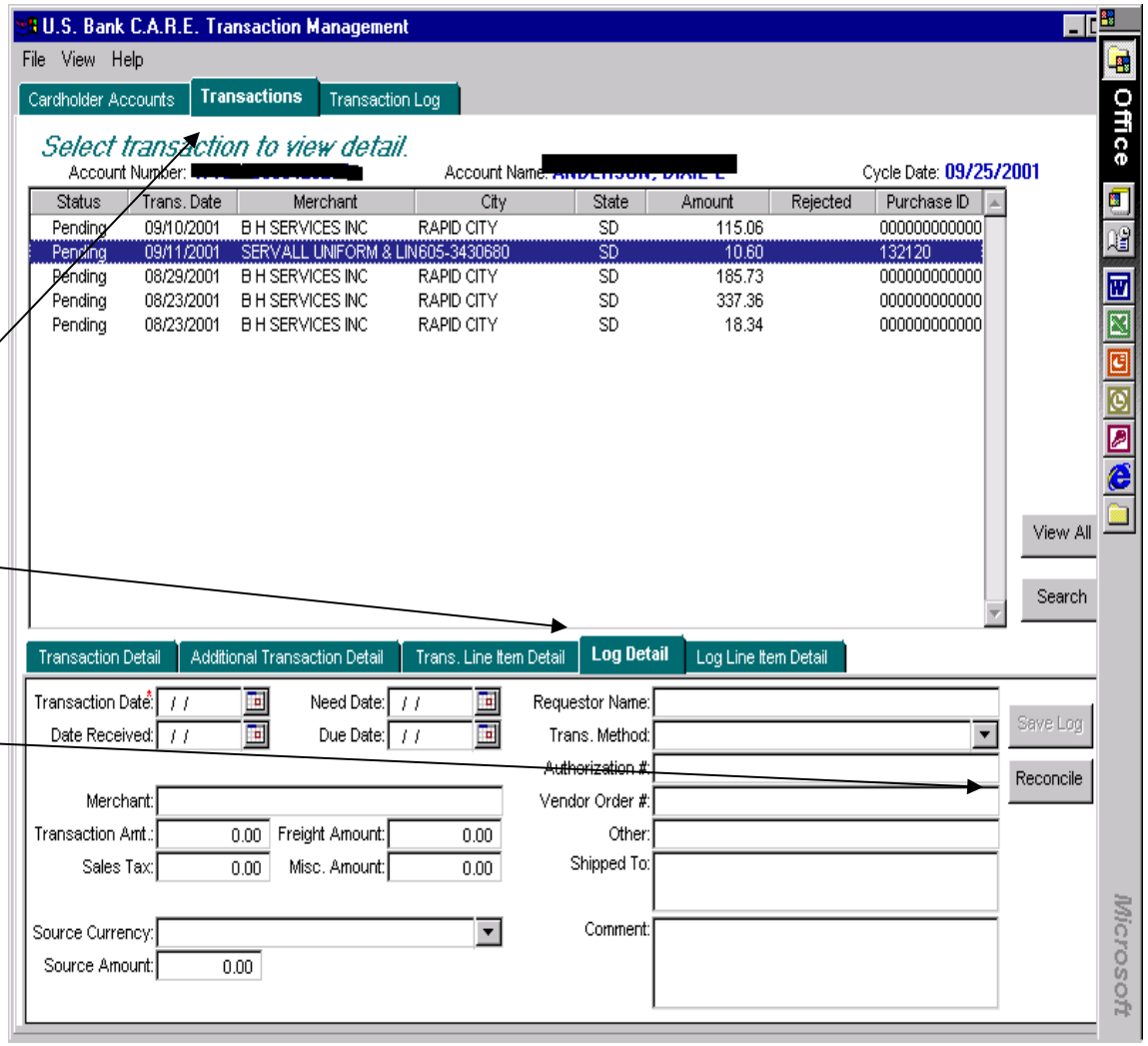
RECONCILE:

The cardholder must look in the Transactions tab for the vendor charges and check them against the Transaction Log and make any adjustments as necessary.

Each purchase must be reconciled individually by the cardholder.

Click on the "Transactions" tab at the top of the screen and the "Log Detail" tab in the lower part of the screen. Highlight the transaction you want to reconcile and then click the "RECONCILE" button.

NOTE: Notice the blocks in the Log Detail tab are currently BLANK.


U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accounts
Transactions
Transaction Log
Select transaction to view detail.
Account Number:
Account Name:
Cycle Date: 09/25/2001
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Purchase ID
Pending | 09/10/2001 | B H SERVICES INC | RAPID CITY | SD | 115.06 | | 000000000000
Pending | 09/11/2001 | SERVALL UNIFORM & LIN | 605-3430680 | SD | 10.60 | | 132120
Pending | 08/29/2001 | B H SERVICES INC | RAPID CITY | SD | 185.73 | | 000000000000
Pending | 08/23/2001 | B H SERVICES INC | RAPID CITY | SD | 337.36 | | 000000000000
Pending | 08/23/2001 | B H SERVICES INC | RAPID CITY | SD | 18.34 | | 000000000000
View All
Search
Transaction Detail
Additional Transaction Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Transaction Date:
Date Received:
Need Date:
Due Date:
Requestor Name:
Trans. Method:
Authorization #:
Vendor Order #:
Other:
Shipped To:
Comment:
Merchant:
Transaction Amt.: 0.00
Freight Amount: 0.00
Sales Tax: 0.00
Misc. Amount: 0.00
Source Currency:
Source Amount: 0.00
Save Log
Reconcile
Office
Microsoft

Reconcile Purchases

You will now see 3 windows on the screen:

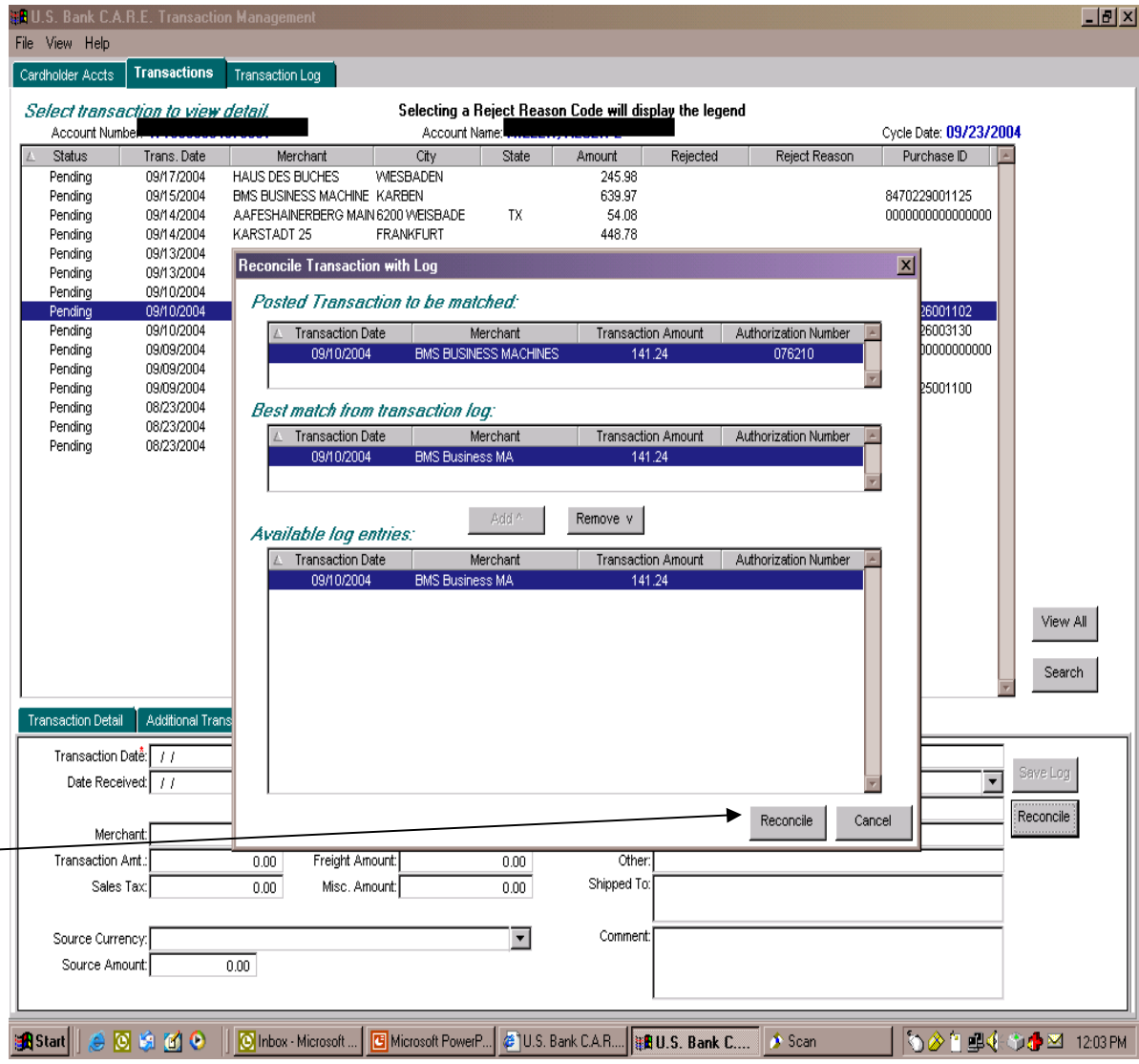
The top window displays the line item you highlighted on the "Transactions" tab (the merchant charge).

The second window displays an entry the computer believes to be the best match for reconciliation. Pay attention and verify that this is actually the item from the Transaction Log you want to reconcile (if not, you can use the Add/Remove buttons to correct).

The third window displays the entries in Transaction Log (make sure it is the correct log entry).

ONCE ALL ENTRIES IN ALL 3 WINDOWS MATCH, CLICK THE "RECONCILE" BUTTON.

This will approve the purchase and you can make no other



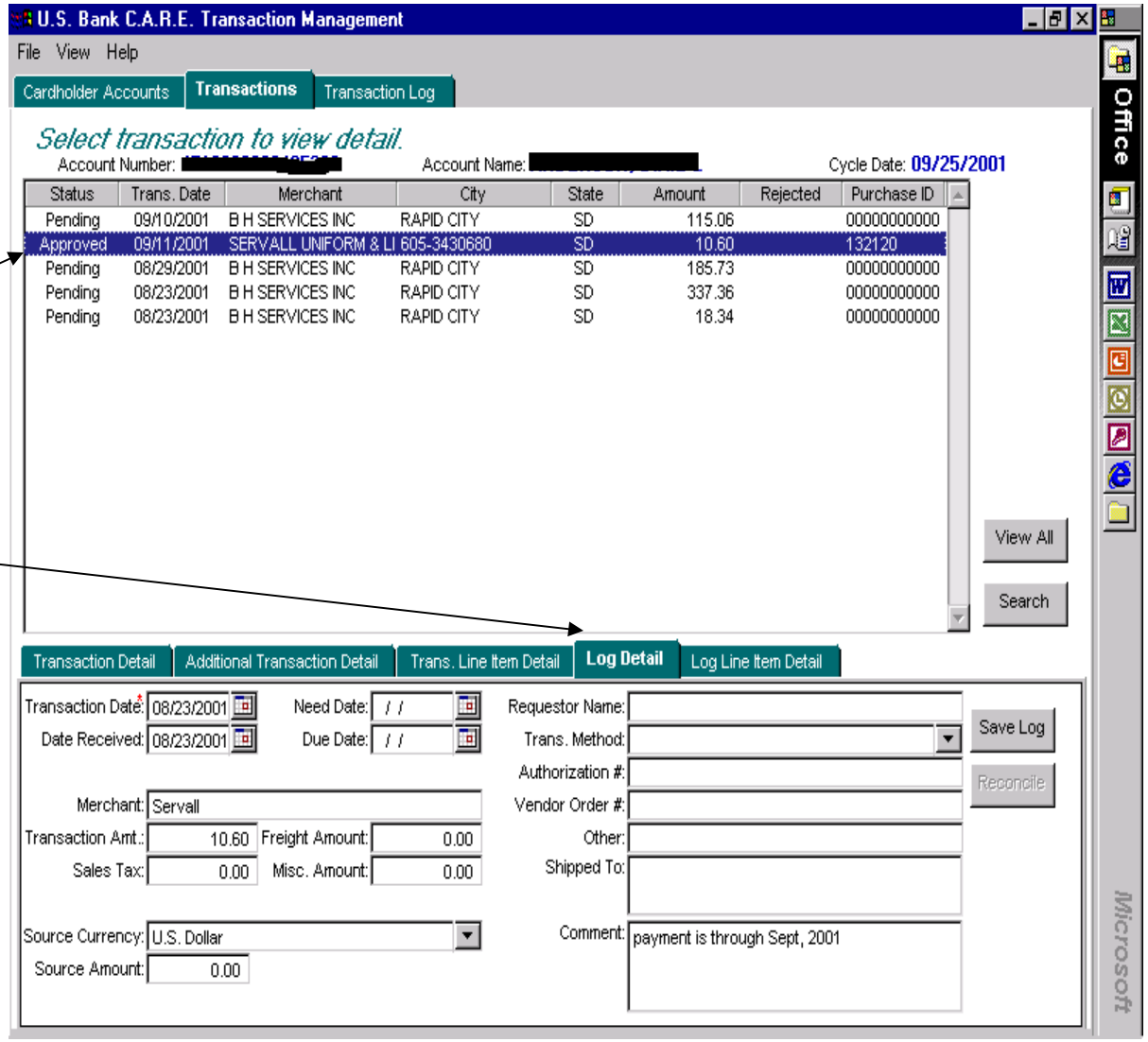
Reconcile Purchases

The transaction has now been reconciled and the item is dropped from your Transaction Log.

Note that the status of the transaction changes from "Pending" to "Approved."

Reconciliation also moves the data from your Log Detail and Log Line Item Detail (if entered) into the Log Detail tab under "Transactions."

You can now continue to reconcile the remaining items on the Transactions tab.


U.S. Bank C.A.R.E. Transaction Management
File View Help
Cardholder Accounts
Transactions
Transaction Log
Select transaction to view detail.
Account Number:
Account Name:
Cycle Date: 09/25/2001
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Purchase ID
Pending | 09/10/2001 | B H SERVICES INC | RAPID CITY | SD | 115.06 | | 00000000000
Approved | 09/11/2001 | SERVALL UNIFORM & LI | 605-3430680 | SD | 10.60 | | 132120
Pending | 08/29/2001 | B H SERVICES INC | RAPID CITY | SD | 185.73 | | 00000000000
Pending | 08/23/2001 | B H SERVICES INC | RAPID CITY | SD | 337.36 | | 00000000000
Pending | 08/23/2001 | B H SERVICES INC | RAPID CITY | SD | 18.34 | | 00000000000
View All
Search
Transaction Detail
Additional Transaction Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Transaction Date: 08/23/2001
Date Received: 08/23/2001
Need Date:
Due Date:
Requestor Name:
Trans. Method:
Authorization #:
Vendor Order #:
Other:
Shipped To:
Save Log
Reconcile
Merchant: Servall
Transaction Amt.: 10.60
Freight Amount: 0.00
Sales Tax: 0.00
Misc. Amount: 0.00
Source Currency: U.S. Dollar
Source Amount: 0.00
Comment: payment is through Sept, 2001
Office
Microsoft

Disputing a Transaction

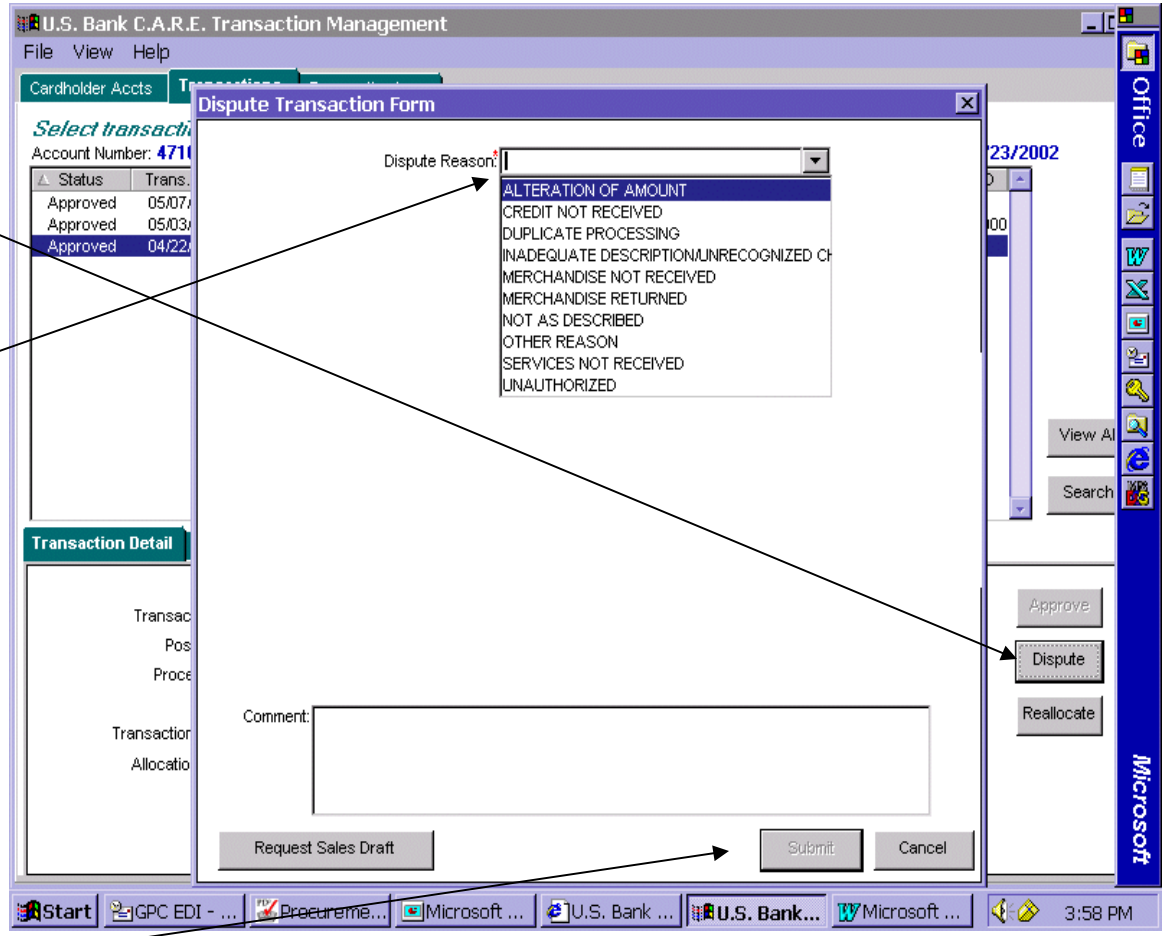
Disputing Transactions:
Under the Transactions tab, highlight the transaction and click the "Dispute" button.

Click on the drop-down arrow for a listing of possible dispute reasons and select one.

You can use the comments sections to provide any additional information.

You can Request a Sales Draft from the bank.

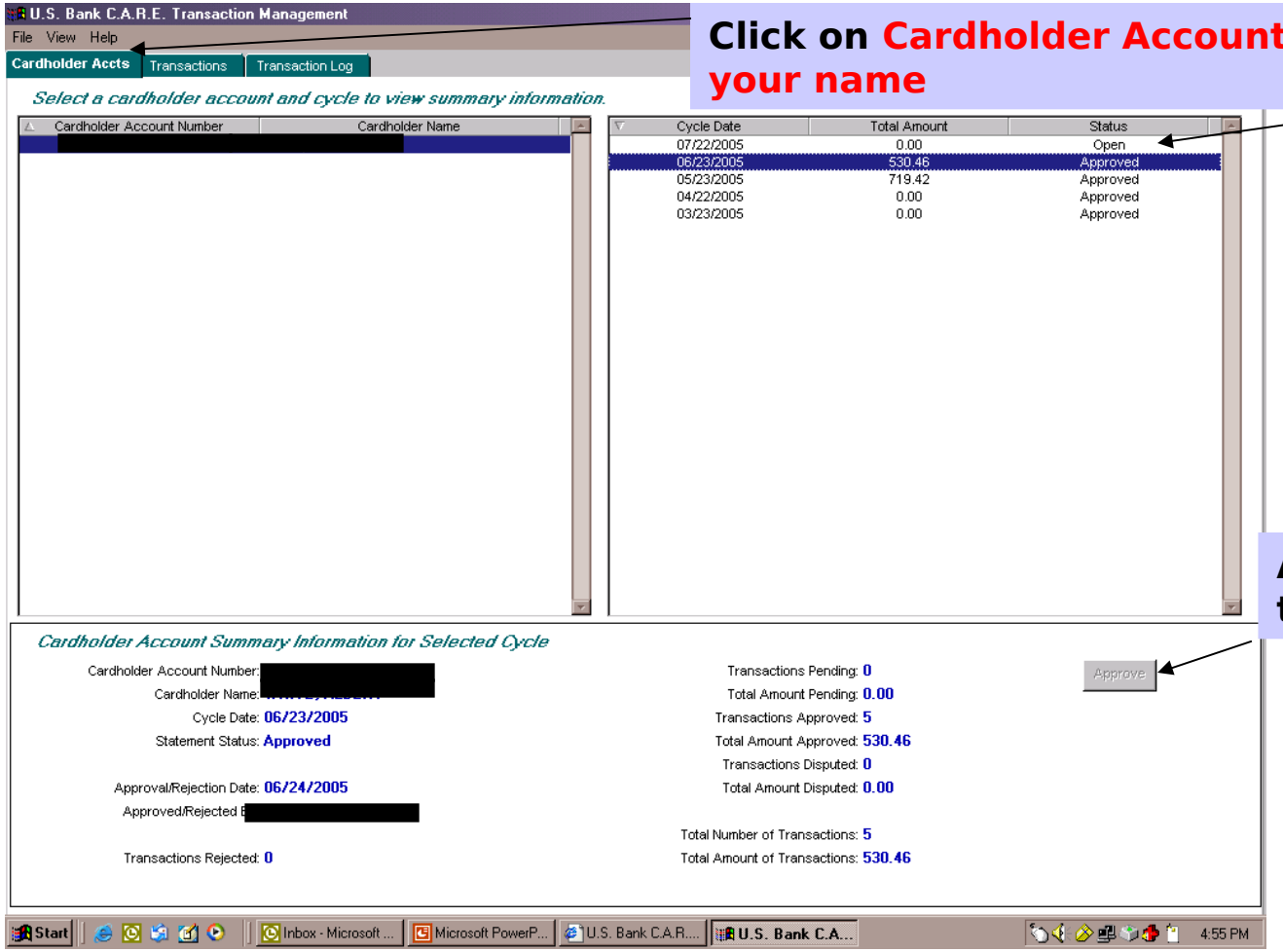
Be sure to print a copy of this page for your records.



NOTE: Disputes must be processed within 60 days of transaction date. A Cardholder Statement of Questioned Item (CSQI) form may be submitted instead of disputing through C.A.R.E.

Approve Cardholder Billing Cycle

After you have reconciled/approved all your transactions for the billing cycle, you may now proceed to approve your statement:



Click on Cardholder Accounts tab and highlight your name

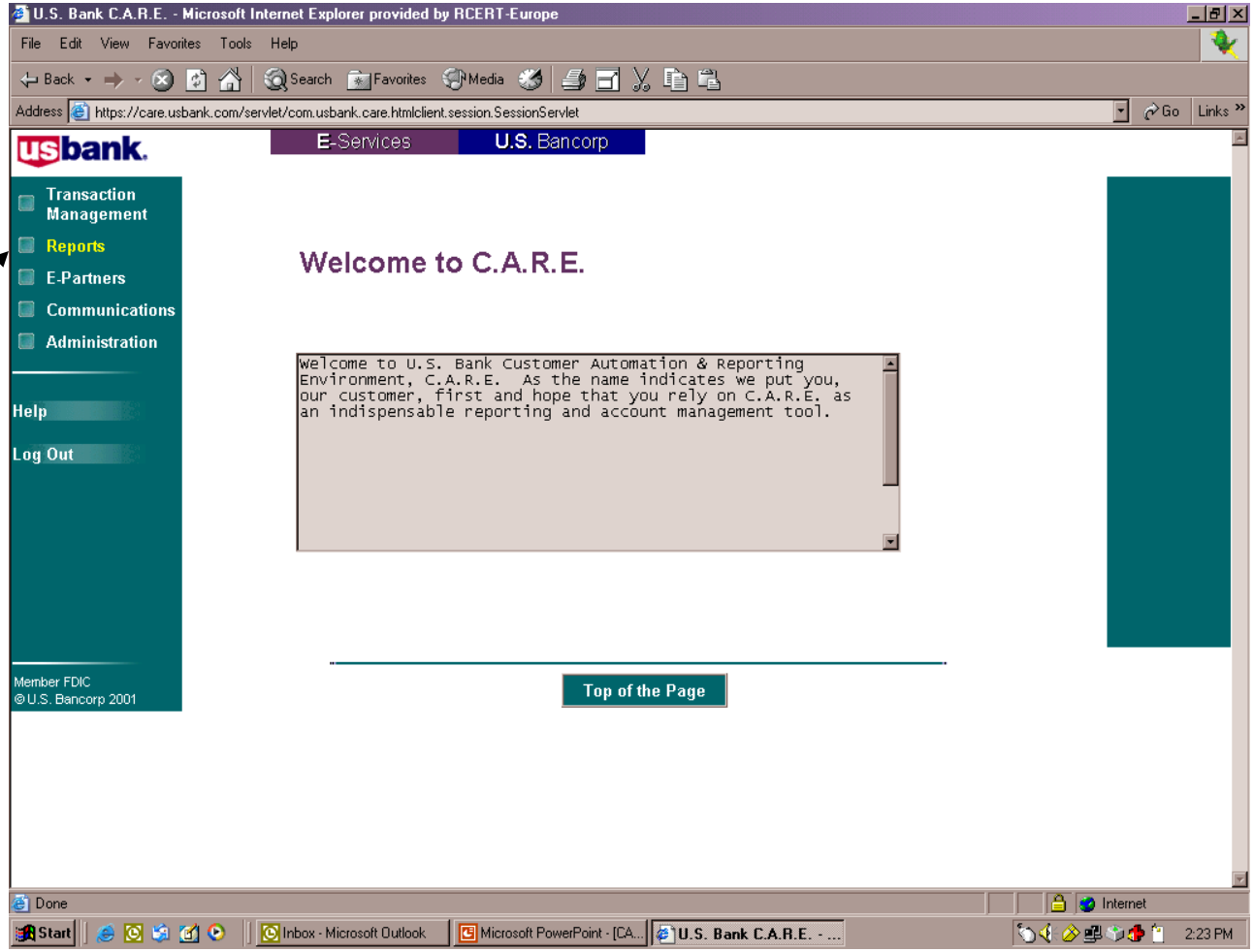
Select the cycle

Approve the cycle with this Approve button

Print Cardholder's Monthly Statemen

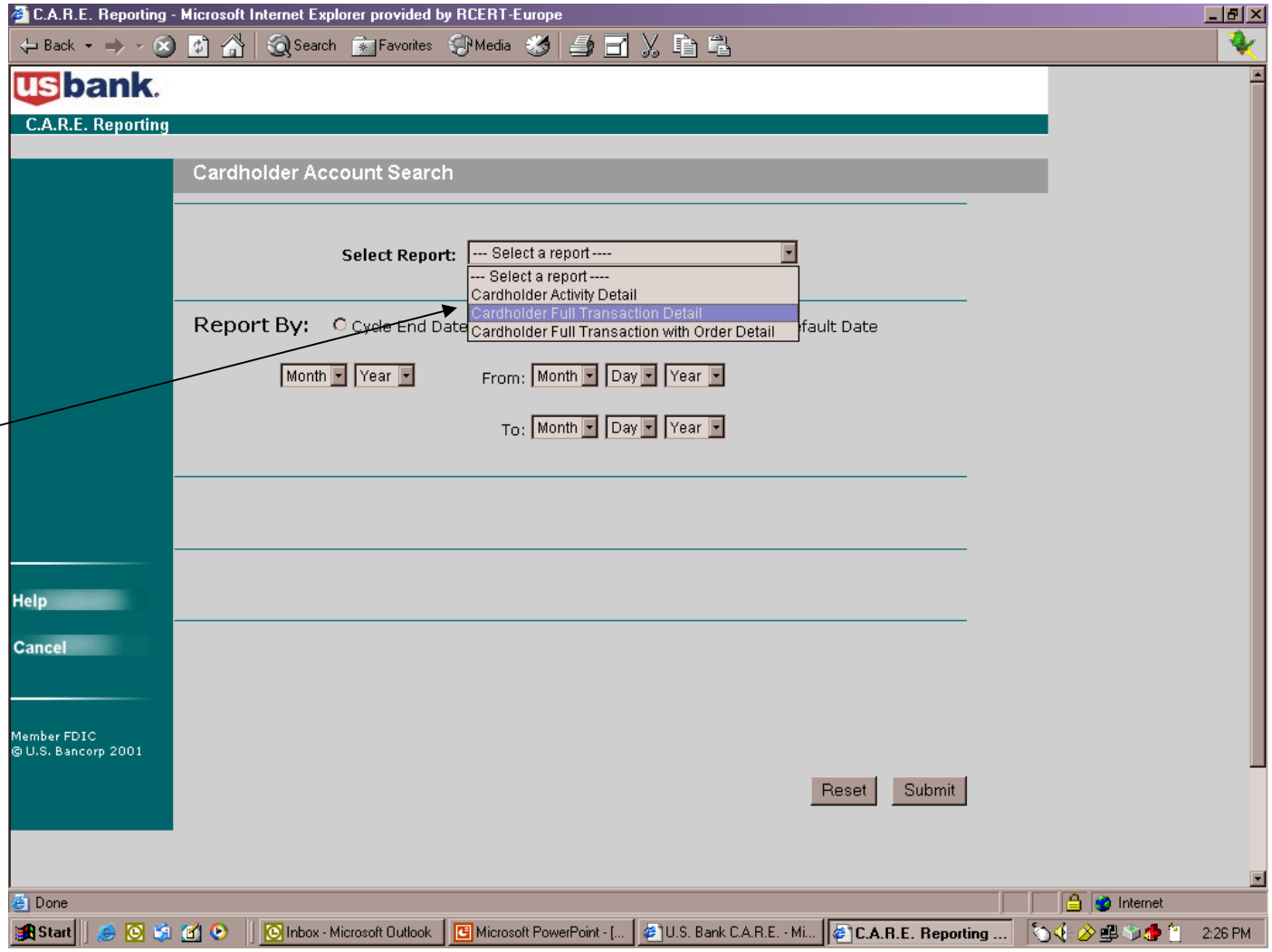
NOTE: All transactions must be reconciled and billing cycle approved prior to printing monthly statement.

On the sidebar, click on Reports.



Print Cardholder's Monthly Statem

Select the Cardholder Full Transaction Detail from the drop down menu.



Print Cardholder's Monthly Statem

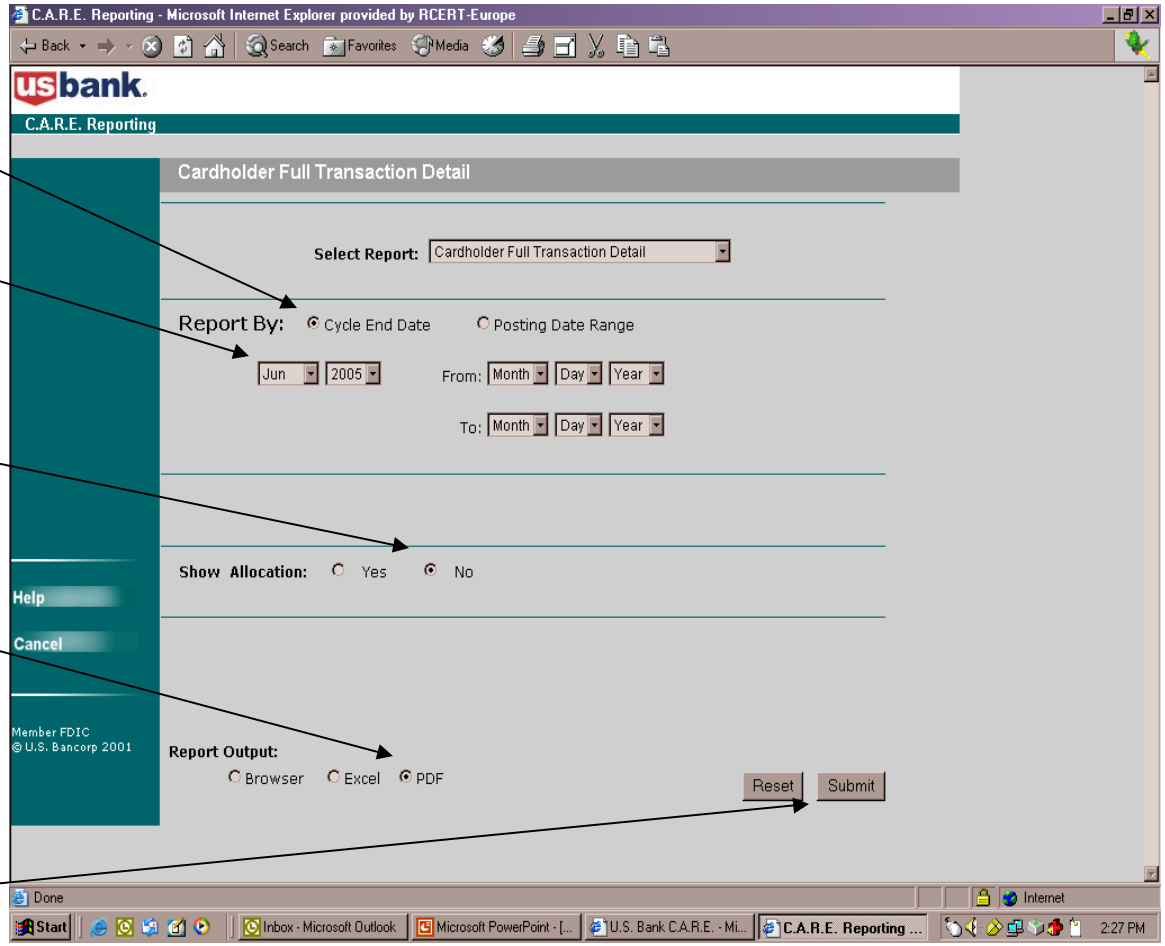
To print a report of a particular billing cycle, click the radio button: **"Report By: Cycle End Date"**

From the drop down menus, select the appropriate **Month** and **Year**.

Select the **"No"** radio button for Show Allocation, unless you need to see all of the accounting classification data for your purchases.

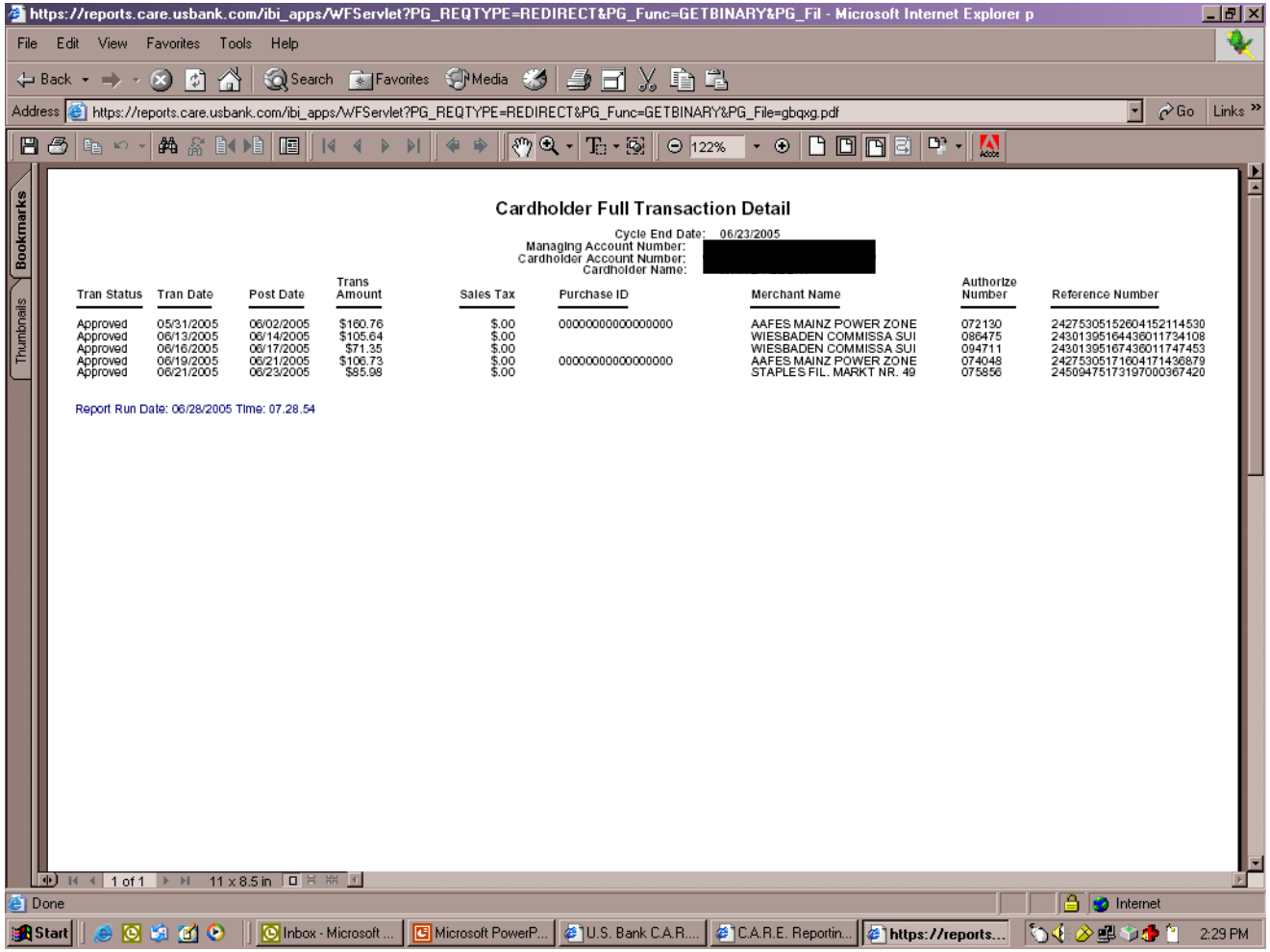
For the Report Output, you can select any one of these. For the best print and legibility, select the **"PDF"** radio button.

Now you can click on **"SUBMIT"** to generate the report.



Print Cardholder's Monthly Statement

This is the report you will see. It has all the data required and is easy to follow. To fit all of the information on your page, you will need to print it with landscape format on your printer.

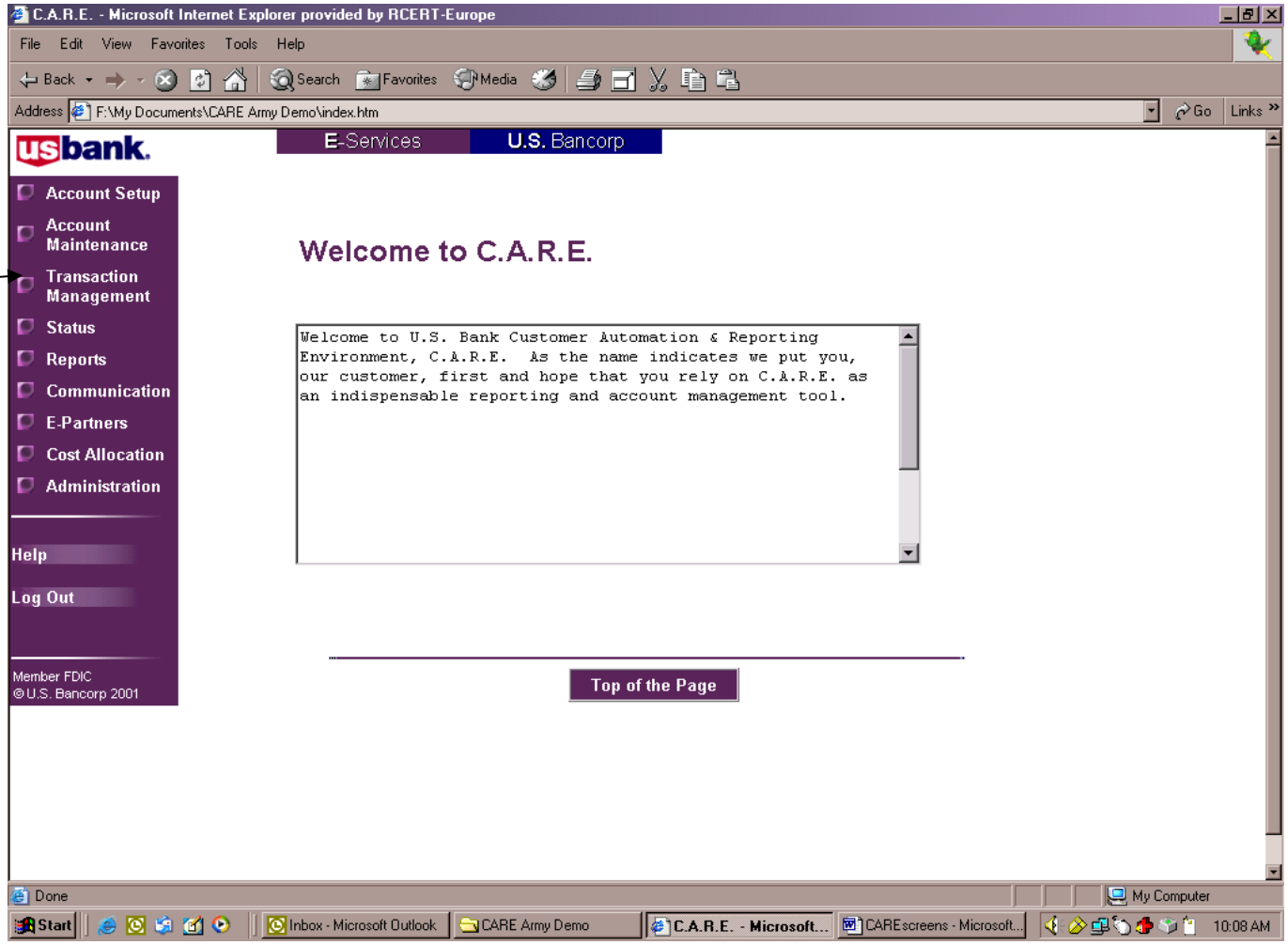

https://reports.care.usbank.com/ibi_apps/WFServlet?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_Fil - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Address https://reports.care.usbank.com/ibi_apps/WFServlet?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_File=gbqxg.pdf
Bookmarks
Thumbnails
Cardholder Full Transaction Detail
Cycle End Date: 06/23/2005
Managing Account Number:
Cardholder Account Number:
Cardholder Name:
[redacted]
Tran Status | Tran Date | Post Date | Trans Amount | Sales Tax | Purchase ID | Merchant Name | Authorize Number | Reference Number
Approved | 05/31/2005 | 06/02/2005 | $160.76 | $.00 | 00000000000000000 | AAFES MAINZ POWER ZONE | 072130 | 24275305152604152114530
Approved | 06/13/2005 | 06/14/2005 | $105.64 | $.00 | | WIESBADEN COMMISSA SUI | 086475 | 24301395164436011734108
Approved | 06/16/2005 | 06/17/2005 | $71.35 | $.00 | | WIESBADEN COMMISSA SUI | 094711 | 24301395167436011747453
Approved | 06/19/2005 | 06/21/2005 | $106.73 | $.00 | 00000000000000000 | AAFES MAINZ POWER ZONE | 074048 | 24275305171604171436879
Approved | 06/21/2005 | 06/23/2005 | $85.98 | $.00 | | STAPLES FIL. MARKT NR. 49 | 075856 | 24509475173197000367420
Report Run Date: 06/28/2005 Time: 07.28.54
1 of 1
11 x 8.5 in
Done
Internet
Start
Inbox - Microsoft ...
Microsoft PowerP...
U.S. Bank C.A.R....
C.A.R.E. Reportin...
https://reports...
2:29 PM

End of Cardholders' Procedures Section

Billing Official C.A.R.E. Instructions

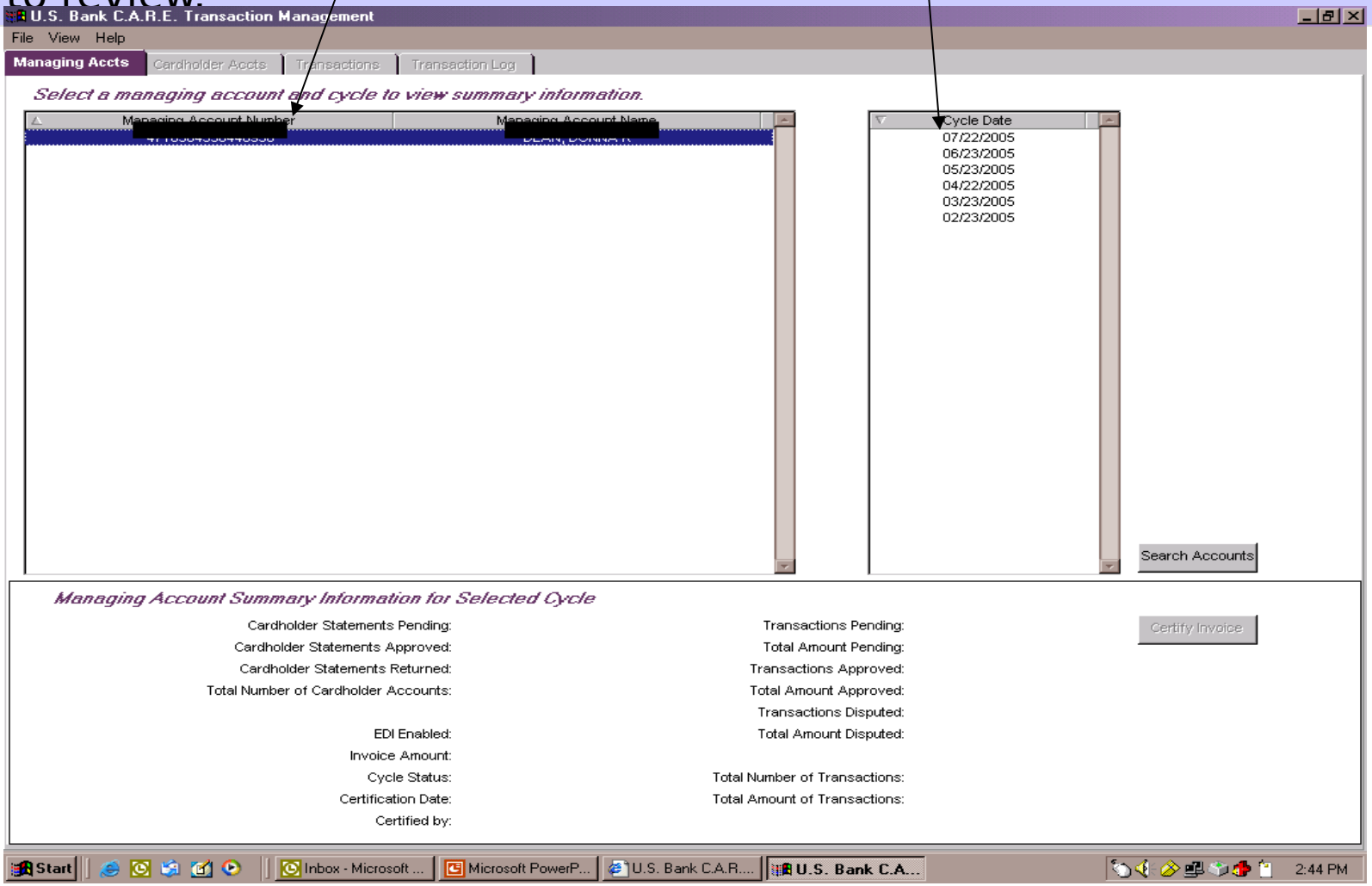
Log into C.A.R.E. and click on Transaction Management.

(It takes a while to load so be patient)



Billing Official C.A.R.E. Instruction

Highlight the managing account then click on the cycle you wish to review.

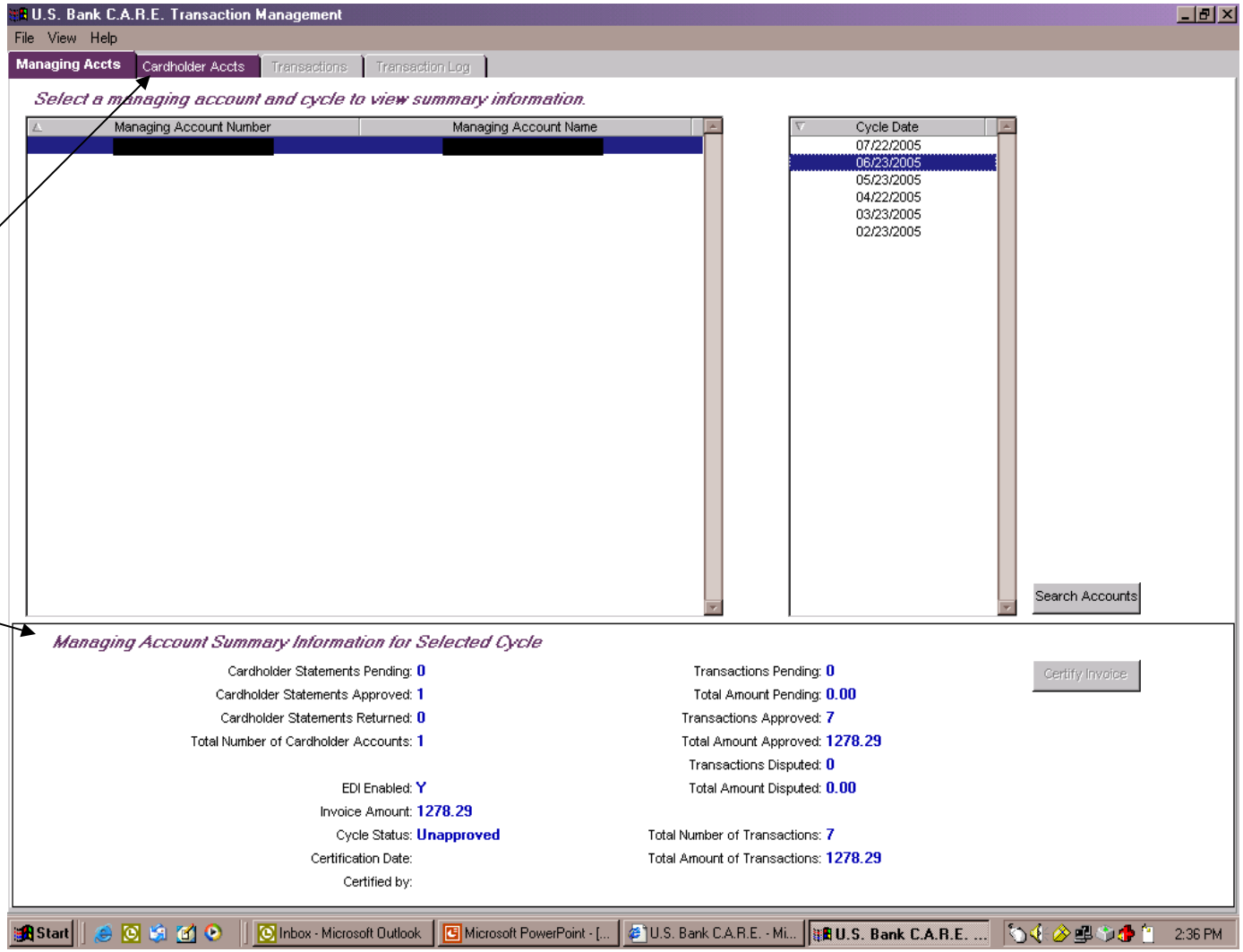


Billing Official C.A.R.E. Instructions

After selecting the cycle, you will notice that the "Cardholders Accounts" tab is highlighted.

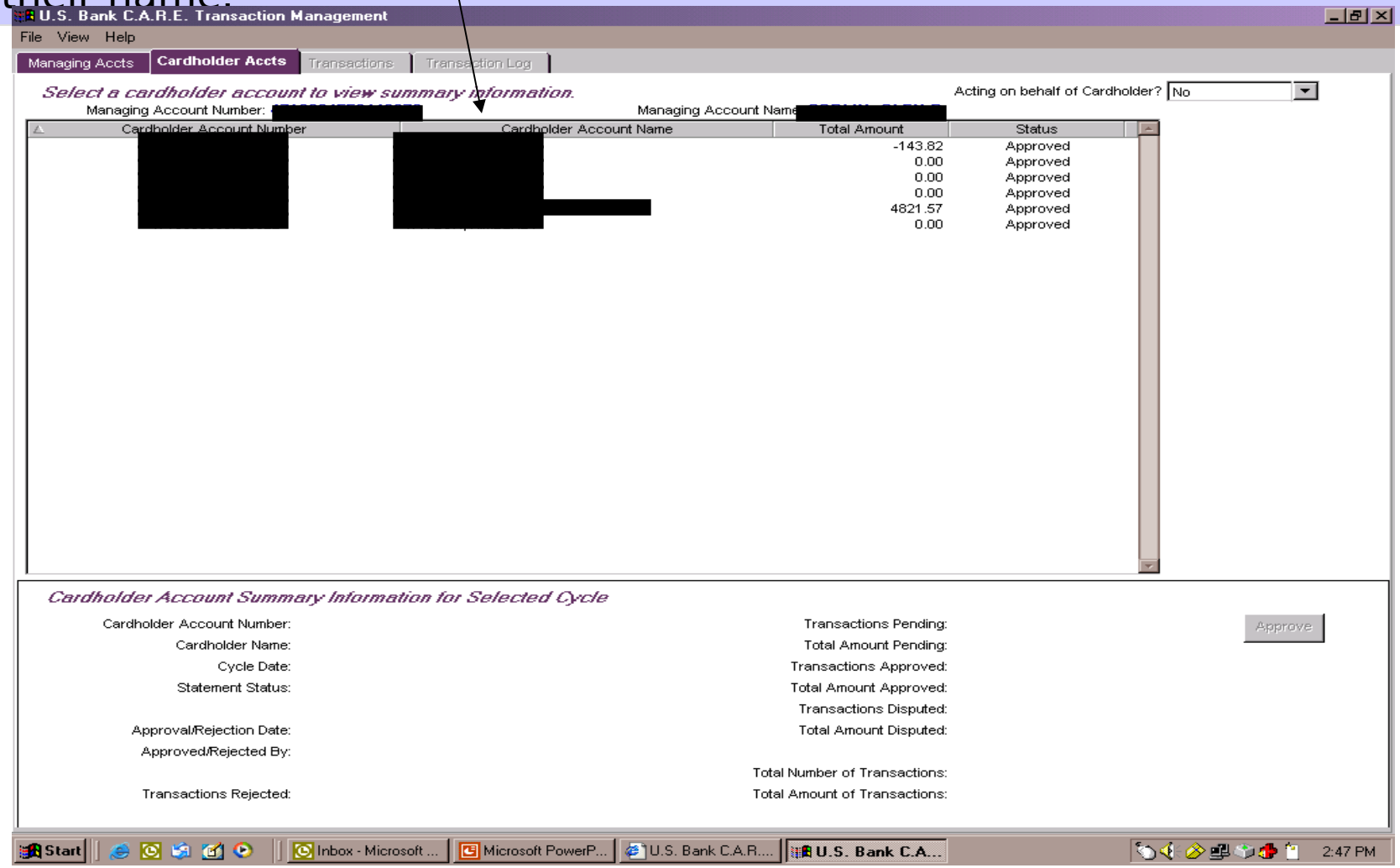
Click on the **Cardholders Accounts tab**.

The **Managing Account Summary** shows you the total amount of expenditures pending on this account for the cycle selected and the cycle status.



Billing Official C.A.R.E. Instructions

Now select the cardholder you want to review by clicking once on their name.

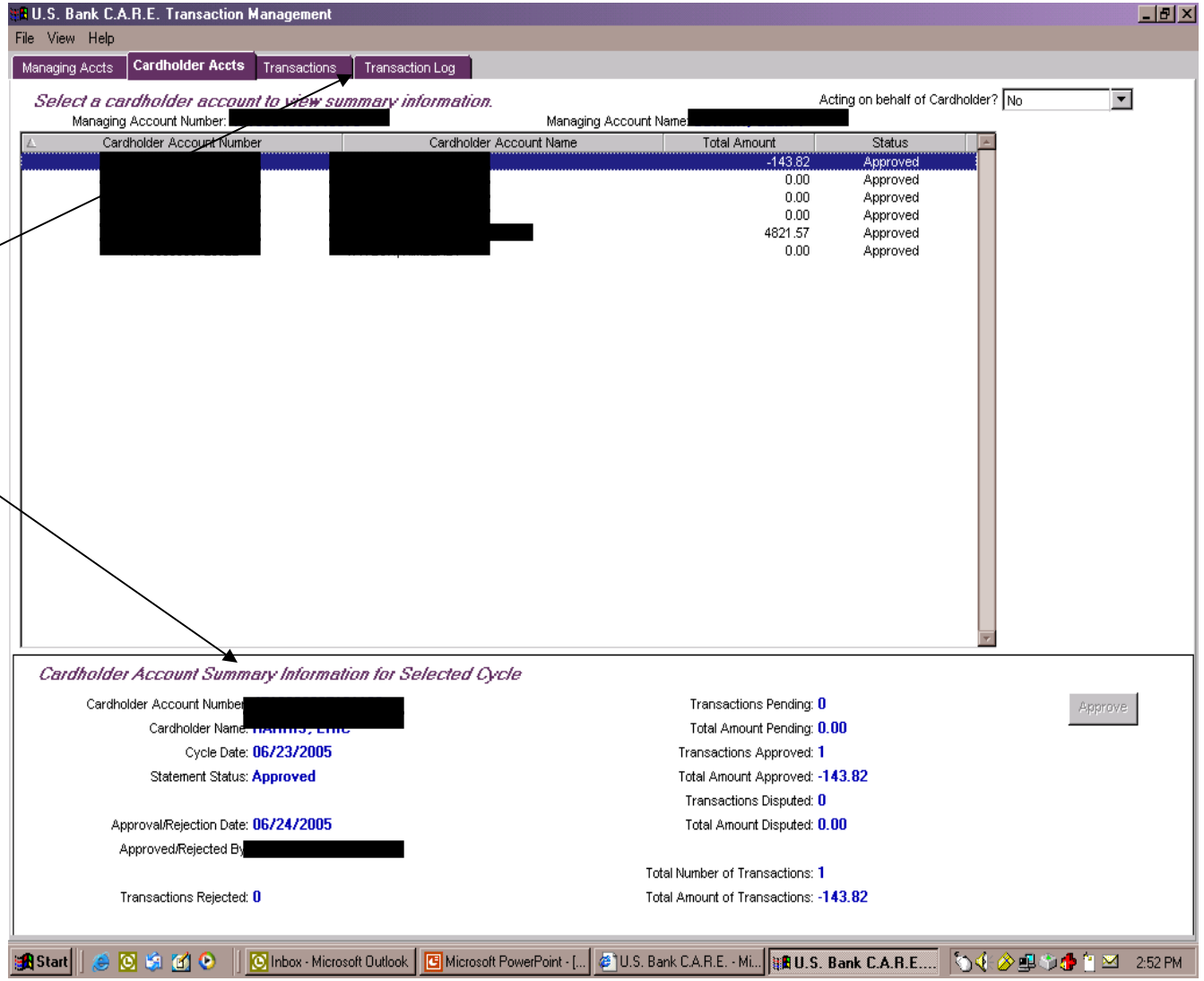


Billing Official C.A.R.E. Instructions

Now the Transactions and the Transaction Log tabs have been highlighted and are available.

The Cardholder Summary data has also been displayed.

Click on the Transactions Tab.

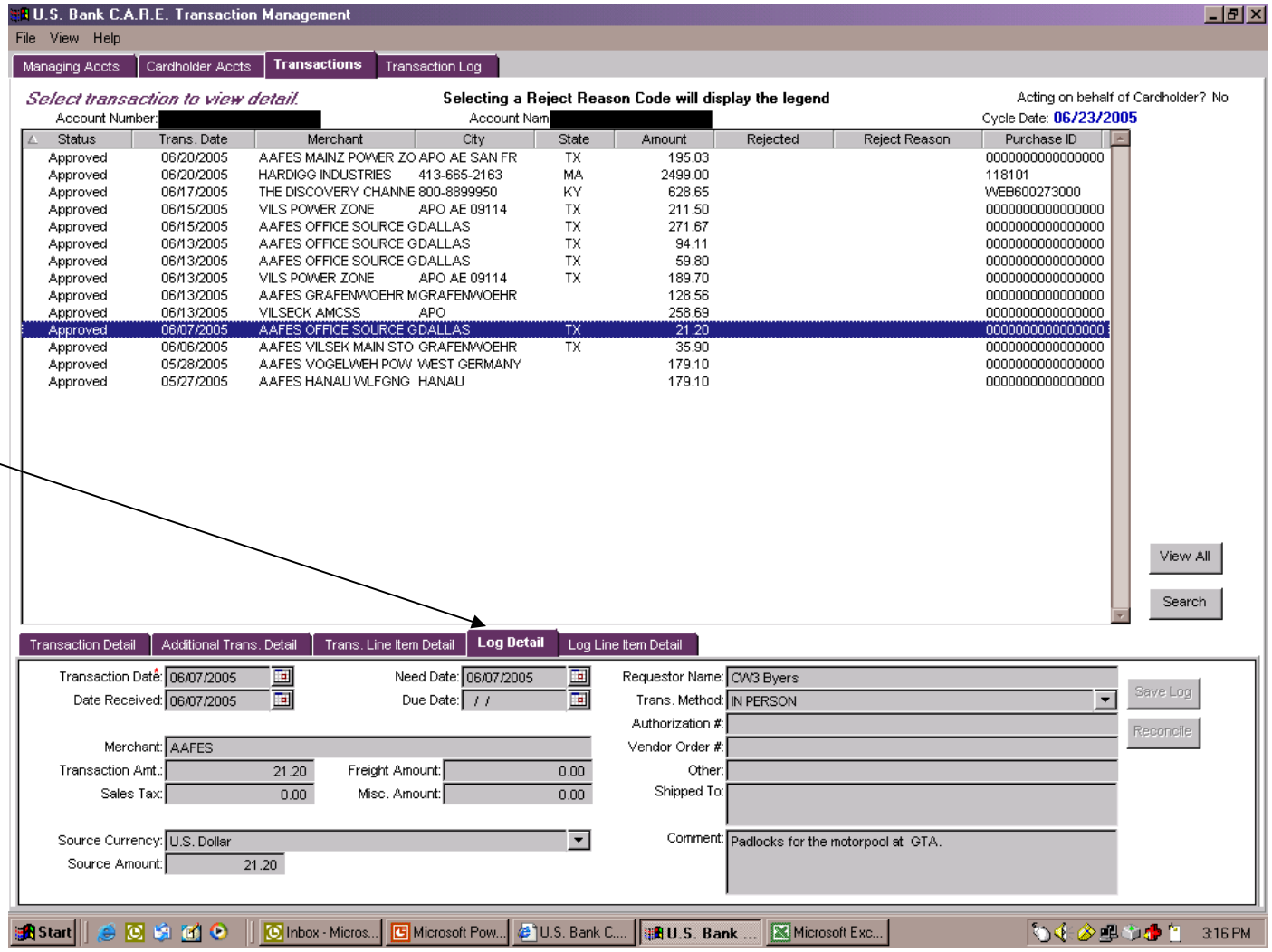


Billing Official C.A.R.E. Instructions

Displayed are the charges placed by vendors to the individual's credit card account.

Click on the Log Detail Tab to check the mandatory Transaction Log entries.

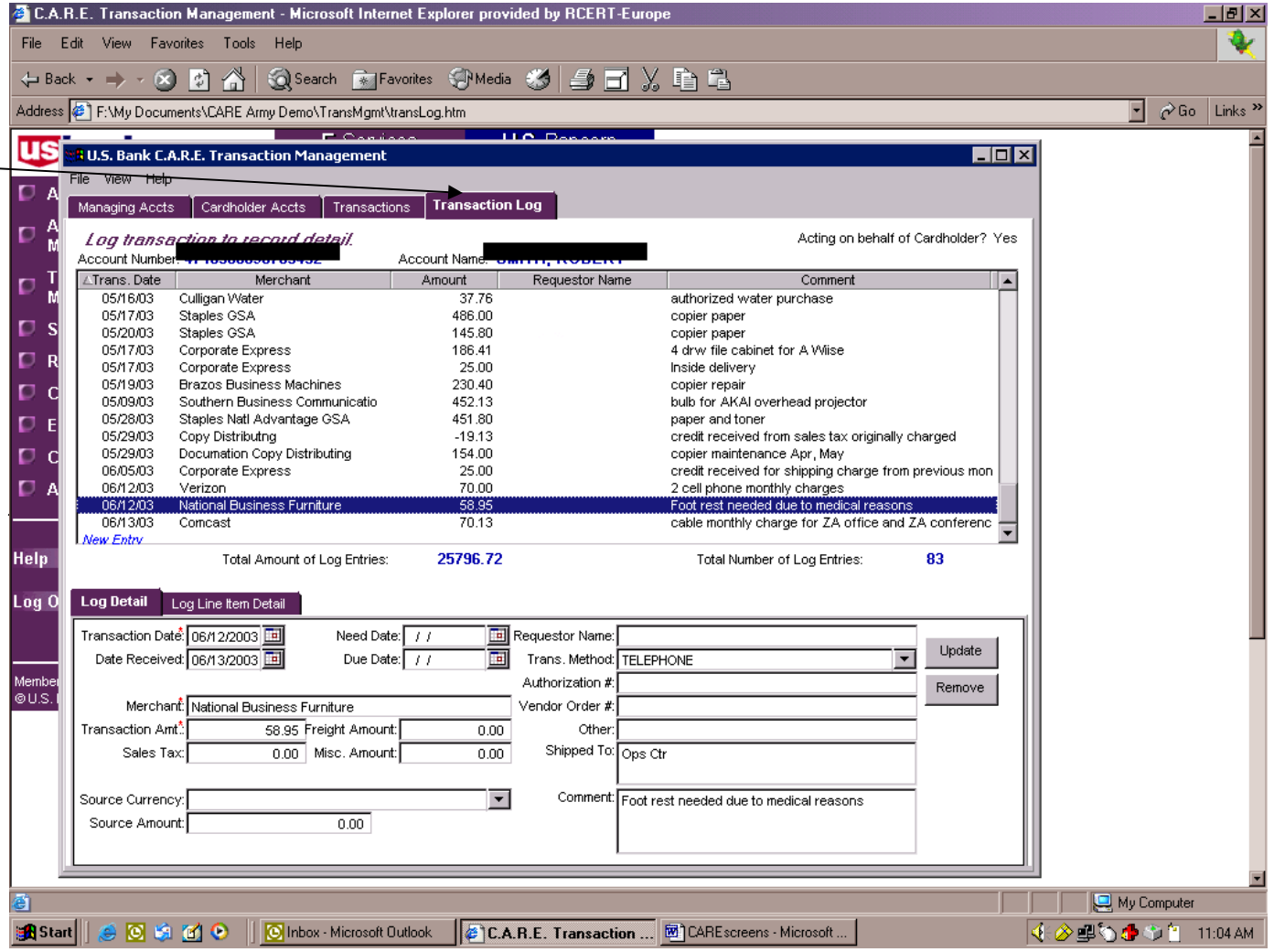
Make sure the logs are being


U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Select transaction to view detail.
Selecting a Reject Reason Code will display the legend
Acting on behalf of Cardholder? No
Account Number:
Account Nam
Cycle Date: 06/23/2005
Status | Trans. Date | Merchant | City | State | Amount | Rejected | Reject Reason | Purchase ID
Approved 06/20/2005 AAFES MAINZ POWER ZO APO AE SAN FR TX 195.03 00000000000000000
Approved 06/20/2005 HARDIGG INDUSTRIES 413-665-2163 MA 2499.00 118101
Approved 06/17/2005 THE DISCOVERY CHANNE 800-8899950 KY 628.65 WEB600273000
Approved 06/15/2005 VILS POWER ZONE APO AE 09114 TX 211.50 00000000000000000
Approved 06/15/2005 AAFES OFFICE SOURCE G DALLAS TX 271.67 00000000000000000
Approved 06/13/2005 AAFES OFFICE SOURCE G DALLAS TX 94.11 00000000000000000
Approved 06/13/2005 AAFES OFFICE SOURCE G DALLAS TX 59.80 00000000000000000
Approved 06/13/2005 VILS POWER ZONE APO AE 09114 TX 189.70 00000000000000000
Approved 06/13/2005 AAFES GRAFENWOEHR M GRAFENWOEHR 128.56 00000000000000000
Approved 06/13/2005 VILSECK AMCSS APO 258.69 00000000000000000
Approved 06/07/2005 AAFES OFFICE SOURCE G DALLAS TX 21.20 00000000000000000
Approved 06/06/2005 AAFES VILSEK MAIN STO GRAFENWOEHR TX 35.90 00000000000000000
Approved 05/28/2005 AAFES VOGELWEH POW WEST GERMANY 179.10 00000000000000000
Approved 05/27/2005 AAFES HANAU WLFGNG HANAU 179.10 00000000000000000
View All
Search
Transaction Detail
Additional Trans. Detail
Trans. Line Item Detail
Log Detail
Log Line Item Detail
Transaction Date: 06/07/2005
Date Received: 06/07/2005
Need Date: 06/07/2005
Due Date: / /
Requestor Name: CW3 Byers
Trans. Method: IN PERSON
Authorization #:
Vendor Order #:
Other:
Shipped To:
Save Log
Reconcile
Merchant: AAFES
Transaction Amt.: 21.20
Freight Amount: 0.00
Sales Tax: 0.00
Misc. Amount: 0.00
Source Currency: U.S. Dollar
Source Amount: 21.20
Comment: Padlocks for the motorpool at GTA.
Start
Inbox - Micros...
Microsoft Pow...
U.S. Bank C....
U.S. Bank ...
Microsoft Exc...
3:16 PM

Billing Official C.A.R.E. Instructions

This is the mandatory Transaction Log.

Only items that are still pending from the current/open cycle should be in the Transaction Log. All other log entries for properly reconciled items will be shown under the Transactions tab as shown in the pr


C.A.R.E. Transaction Management - Microsoft Internet Explorer provided by RCERT-Europe
File Edit View Favorites Tools Help
Address F:\My Documents\CARE Army Demo\TransMgmt\transLog.htm
U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accts
Cardholder Accts
Transactions
Transaction Log
Log transaction to record detail.
Acting on behalf of Cardholder? Yes
Account Number
Account Name
Trans. Date | Merchant | Amount | Requestor Name | Comment
05/16/03 Culligan Water 37.76 authorized water purchase
05/17/03 Staples GSA 486.00 copier paper
05/20/03 Staples GSA 145.80 copier paper
05/17/03 Corporate Express 186.41 4 drw file cabinet for A Wiise
05/17/03 Corporate Express 25.00 Inside delivery
05/19/03 Brazos Business Machines 230.40 copier repair
05/09/03 Southern Business Communicatio 452.13 bulb for AKAI overhead projector
05/28/03 Staples Natl Advantage GSA 451.80 paper and toner
05/29/03 Copy Distributng -19.13 credit received from sales tax originally charged
05/29/03 Documation Copy Distributing 154.00 copier maintenance Apr, May
06/05/03 Corporate Express 25.00 credit received for shipping charge from previous mon
06/12/03 Verizon 70.00 2 cell phone monthly charges
06/12/03 National Business Furniture 58.95 Foot rest needed due to medical reasons
06/13/03 Comcast 70.13 cable monthly charge for ZA office and ZA conferenc
New Entry
Total Amount of Log Entries: 25796.72
Total Number of Log Entries: 83
Log Detail
Log Line Item Detail
Transaction Date: 06/12/2003
Date Received: 06/13/2003
Need Date:
Due Date:
Requestor Name:
Trans. Method: TELEPHONE
Authorization #:
Vendor Order #:
Other:
Shipped To: Ops Ctr
Merchant: National Business Furniture
Transaction Amt: 58.95
Freight Amount: 0.00
Sales Tax: 0.00
Misc. Amount: 0.00
Source Currency:
Source Amount: 0.00
Comment: Foot rest needed due to medical reasons
Update
Remove
Help
Log O
My Computer
Start
Inbox - Microsoft Outlook
C.A.R.E. Transaction ...
CAREscreens - Microsoft ...
11:04 AM

Now you have electronically reviewed your cardholder's logs and

Certifying in C.A.R.E.

APPROVING YOUR BILLING OFFICIAL ACCOUNT

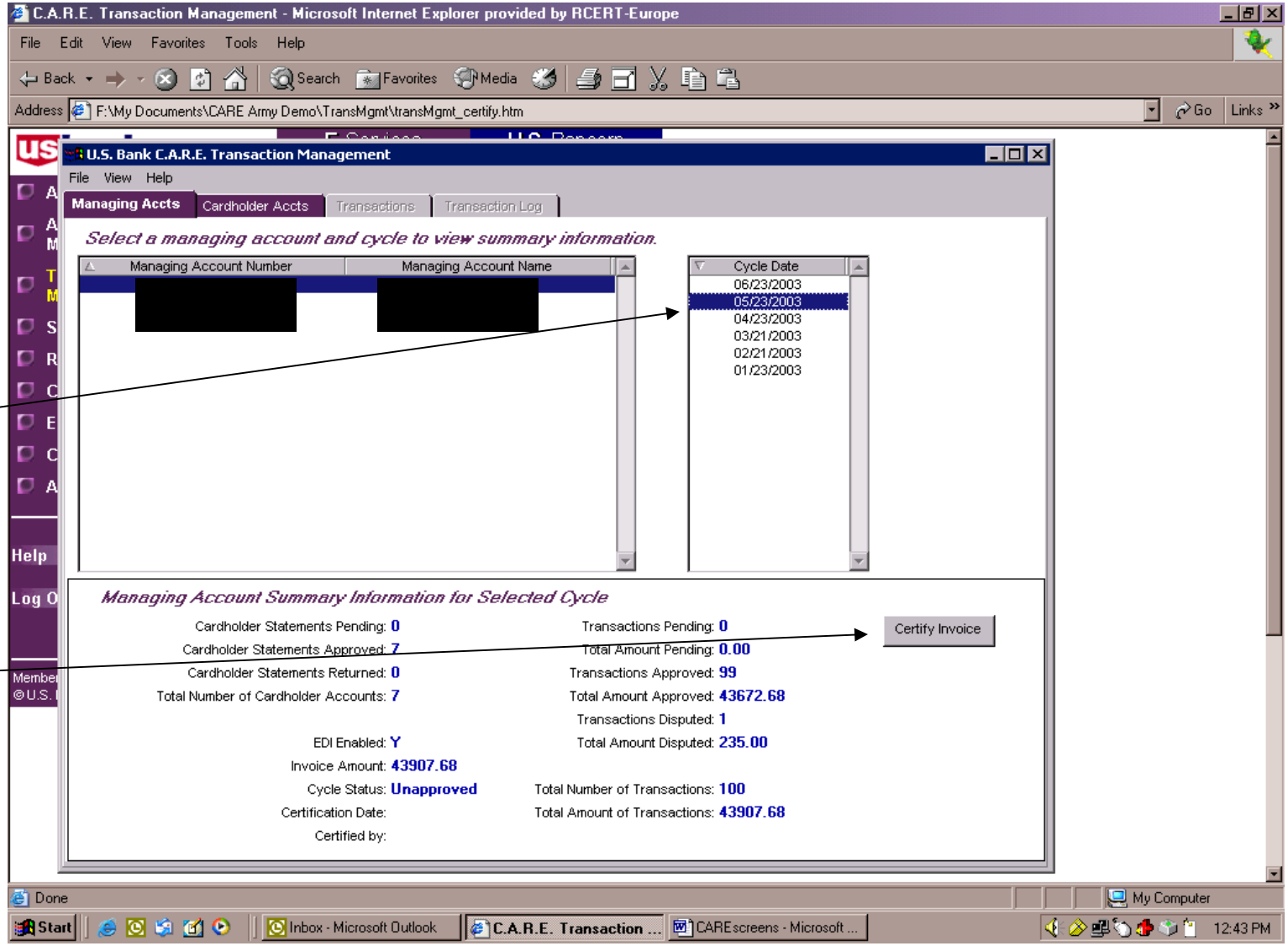
Once your cardholders have approved their accounts at the end of the billing cycle, you as the Billing Official must also certify them. This incorporates a “check and balance” for the expenditure of Government funds. **By you approving the account, you are agreeing that the funds were spent properly and only for official mission requirements**.

To certify your cardholders’ accounts, take the following steps:

Certifying in C.A.R.E.

Log into Transaction Management and click on the account and cycle you want to certify.

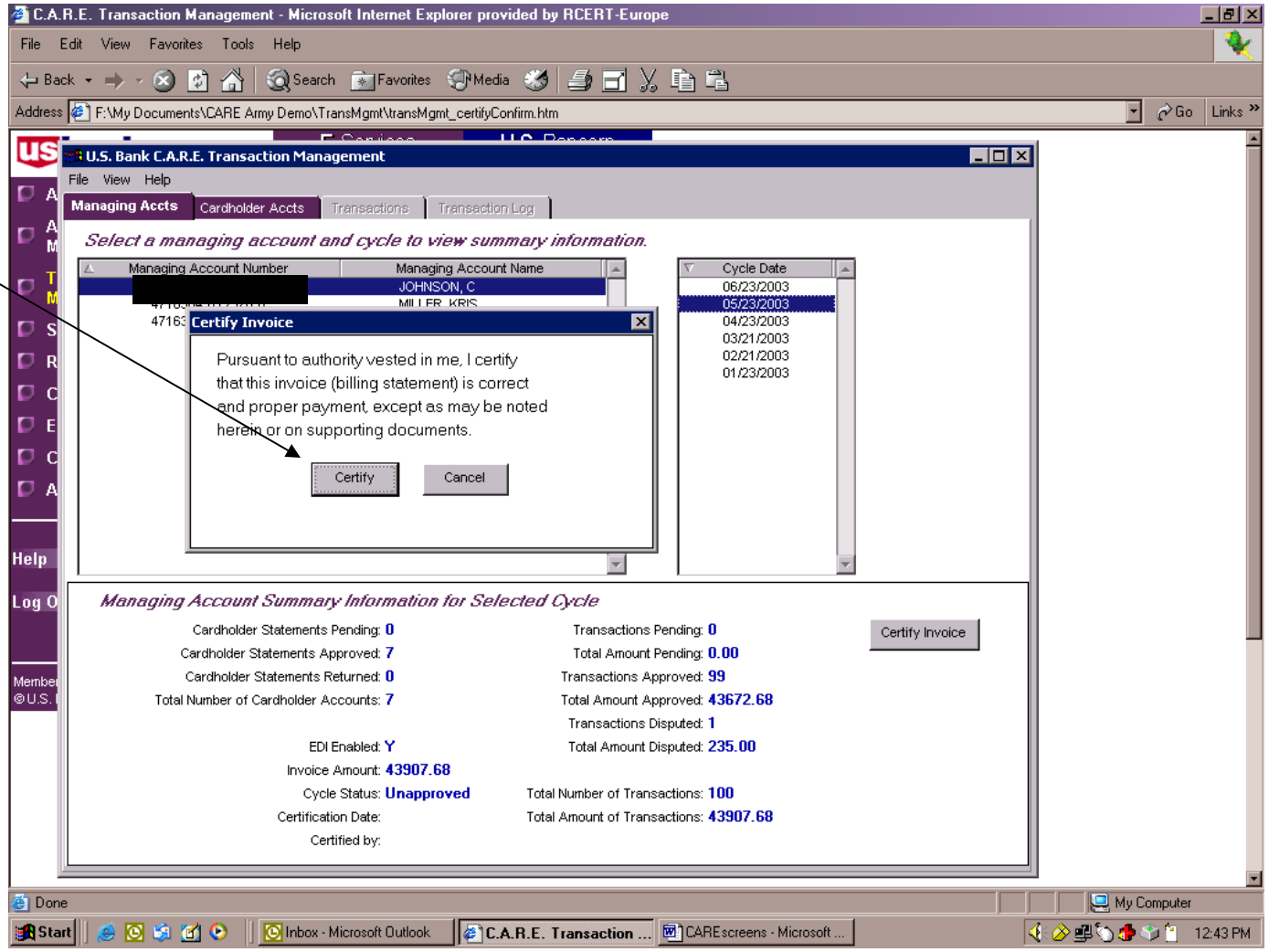
Click on Certify Invoice.



Certifying in C.A.R.E.

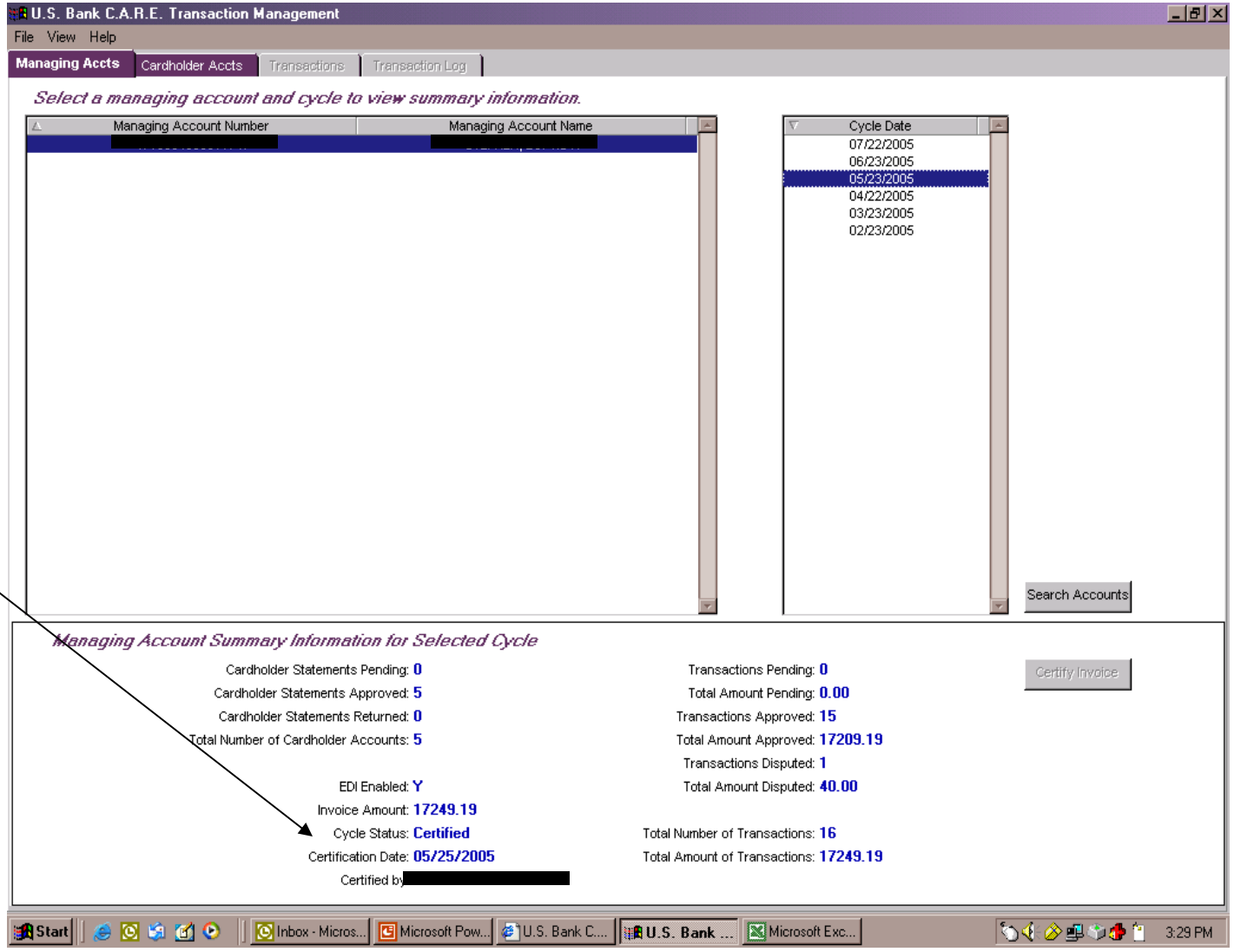
Click the Certify button.

NOTE: Electronically certifying the invoice in CARE has the same pecuniary liability as signing a paper copy.



Certifying in C.A.R.E.

After certification, the Managing Account Summary will show the Cycle Status as "Certified" with the date and the user ID of the person certifying.



Billing Official C.A.R.E. Instructions

IF CARDHOLDER UNAVAILABLE TO APPROVE BEFORE 15 CALENDAR DAYS AFTER THE BILLING CYCLE... If your cardholder is TDY, deployed or just not available to approve actions immediately following the end of the cycle, you can approve transactions as the cardholder.

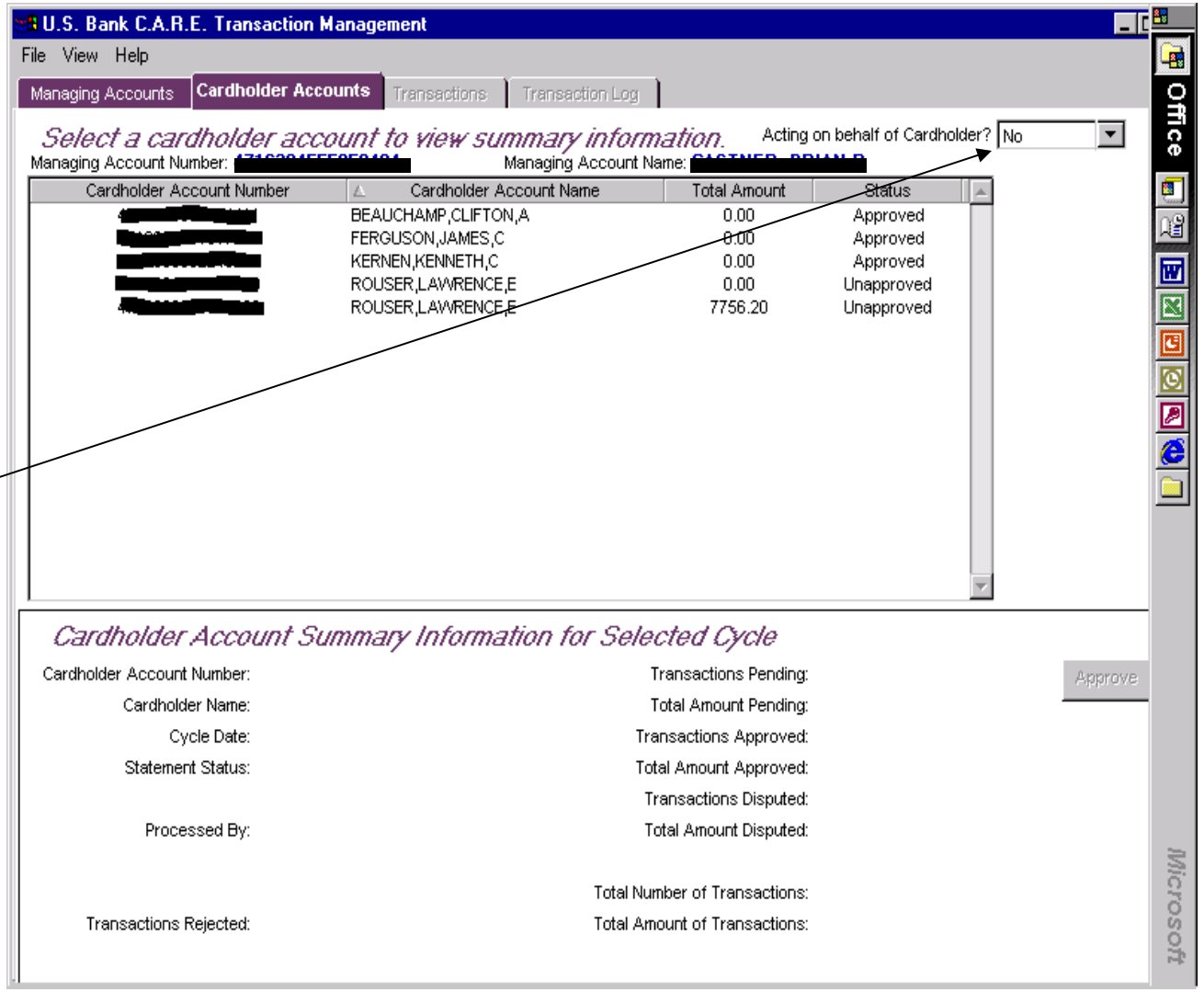
IF 16 CALENDAR DAYS OR MORE HAVE PASSED SINCE THE END OF THE CYCLE, you CANNOT select "Acting on behalf of Cardholder." At that point, only the Billing Official can work the account.

Billing Official C.A.R.E. Instructions

Select Transaction Management and the cardholder's account you want to access.

If it is less than 15 days after the cycle you can act as the cardholder by selecting yes under the "Acting on behalf of Cardholder" drop-down menu.

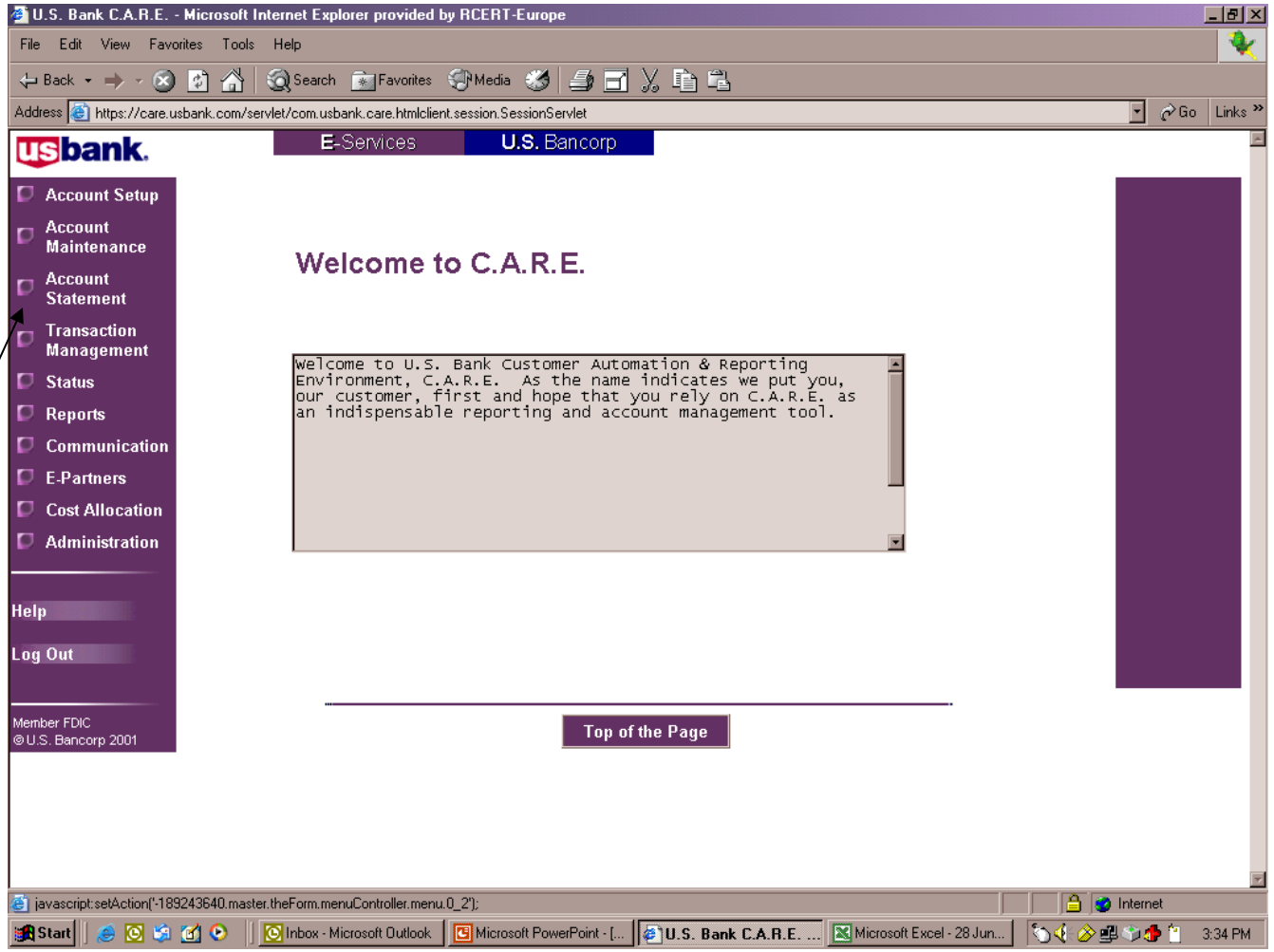
Then select the cardholder's name and begin working the account.



BO Monthly Statement

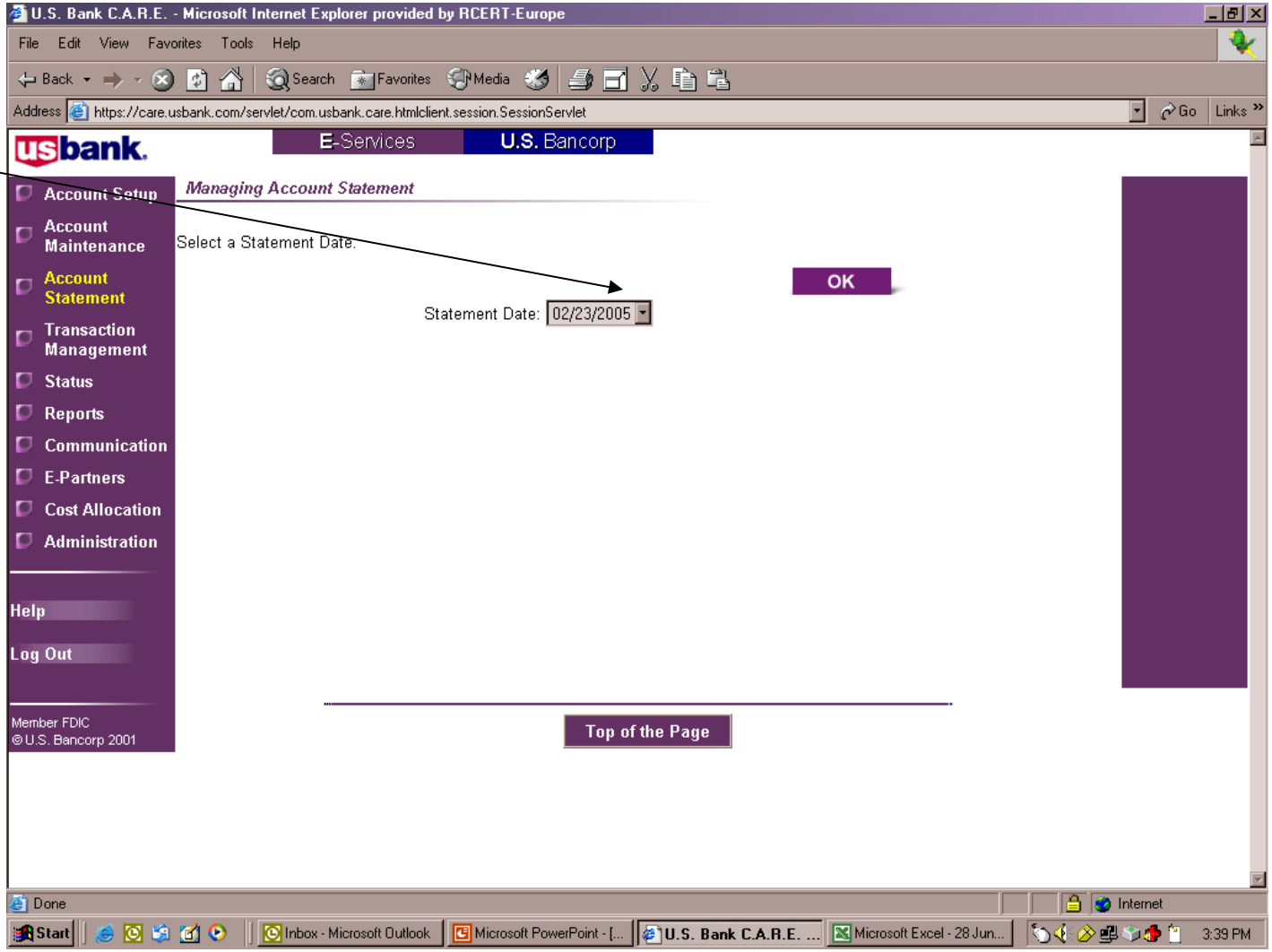
BOs must keep copies of each monthly statement.

On the sidebar, click on Account Statement



BO Monthly Statement

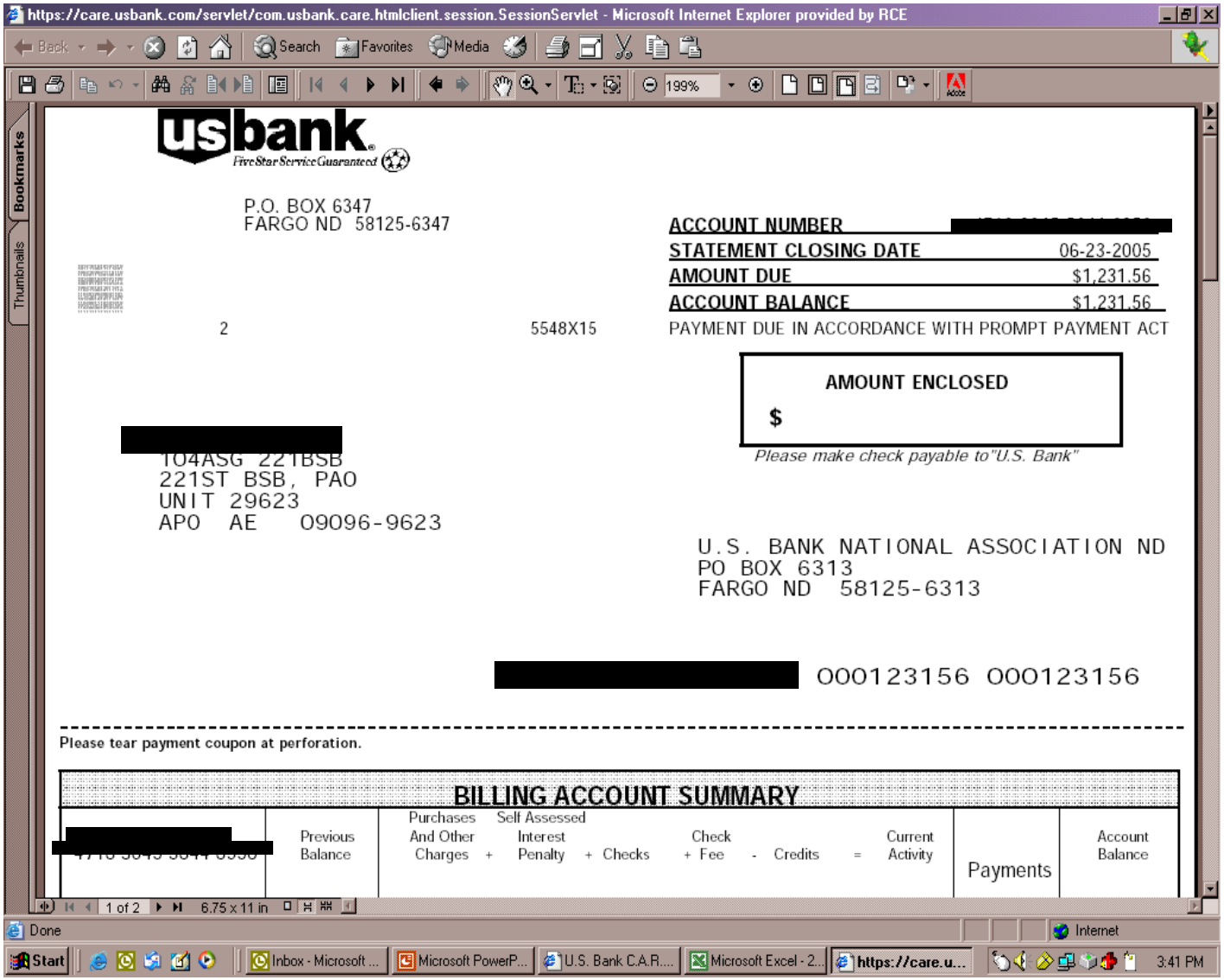
Use the drop-down menu to select the cycle end date for the statement you want to print.



BO Monthly Statement

The statement shows all cardholder charges and any payments on your account during the cycle.

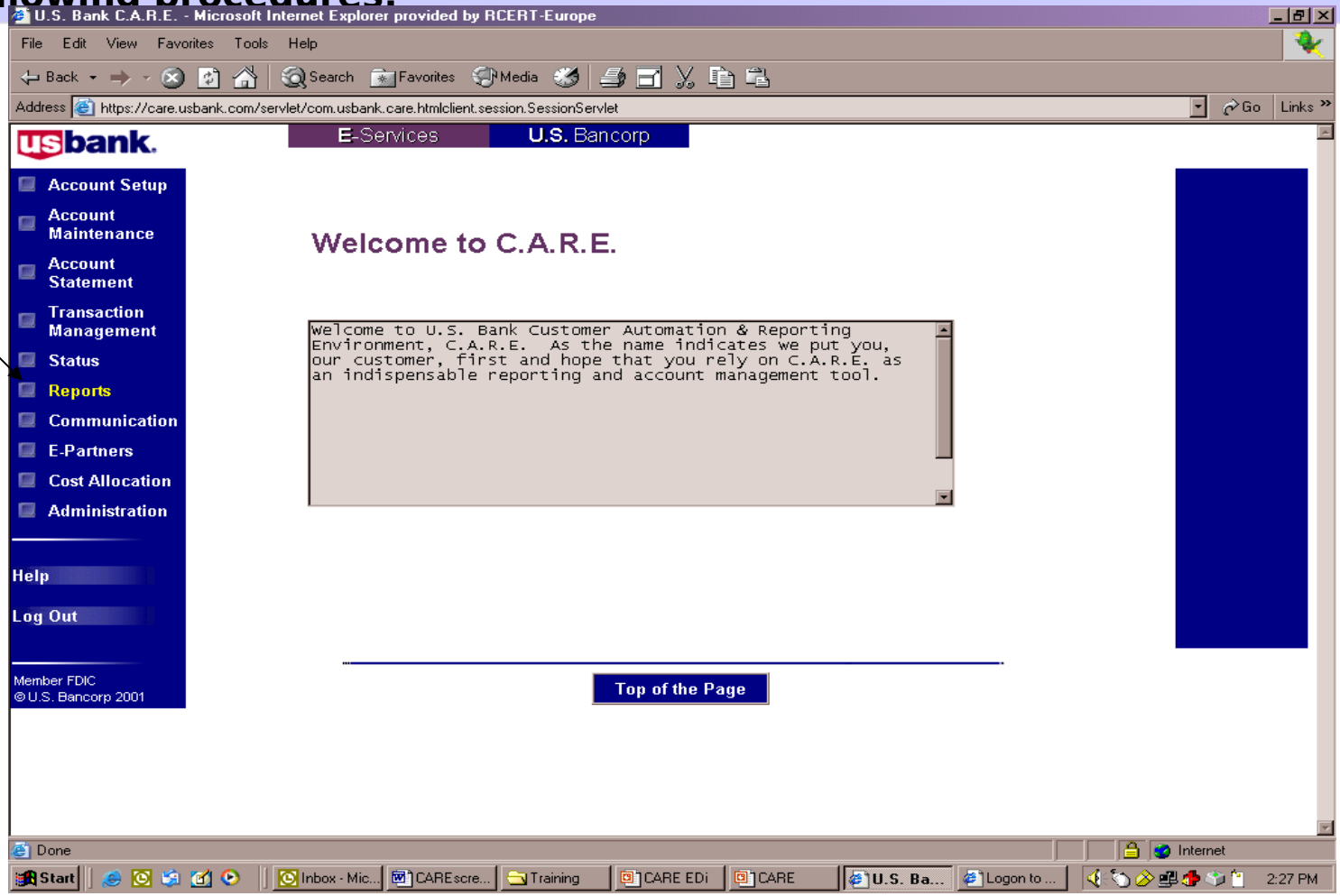
Print this statement for your records.



C.A.R.E. Reports

As a BO, you may need to track or look-up the expenditure of funds for certain periods of time. You can print a report that shows how much is spent using the following procedures:

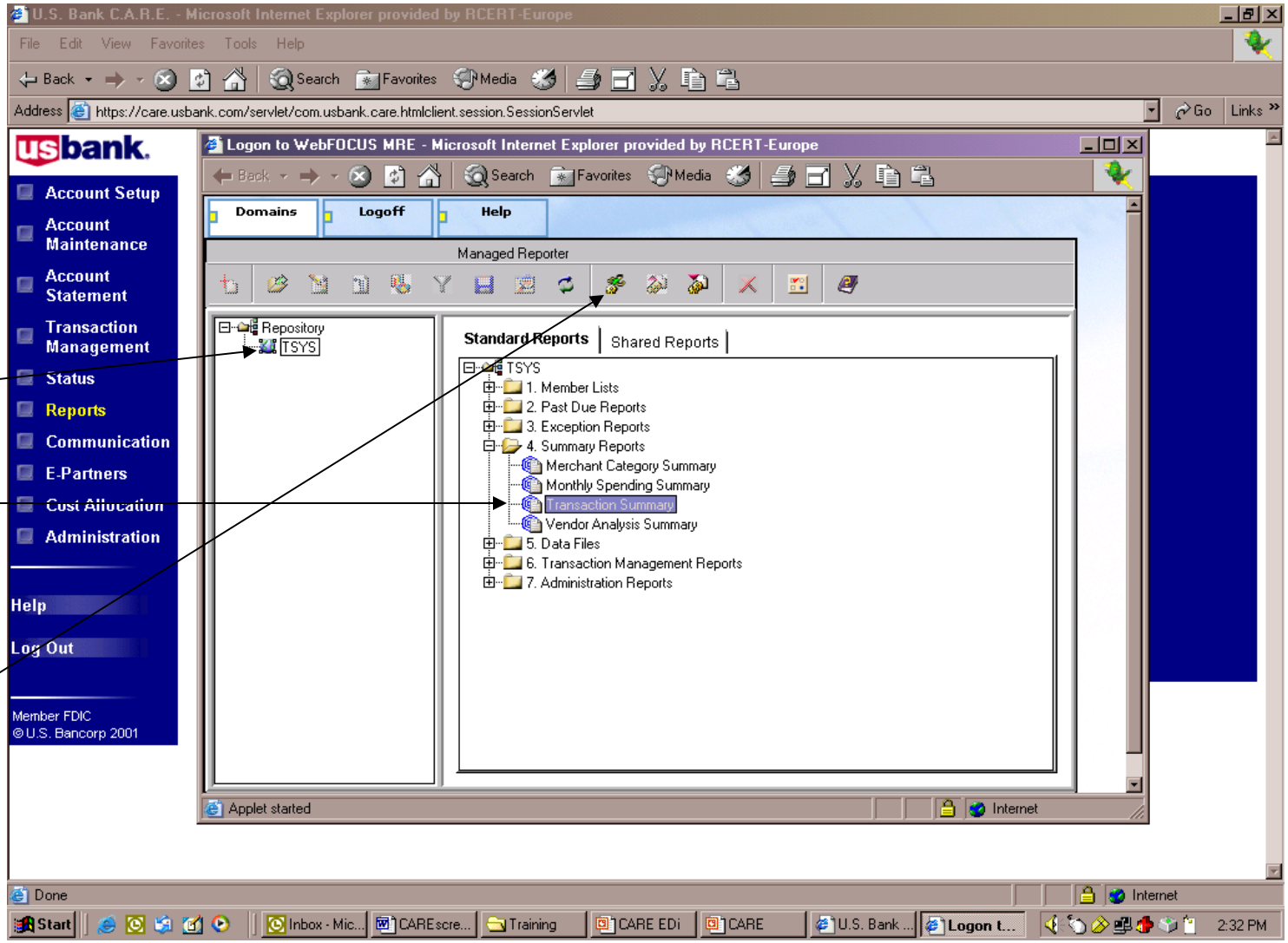
Click on Reports



C.A.R.E. Reports

Double-click on "TSYS"

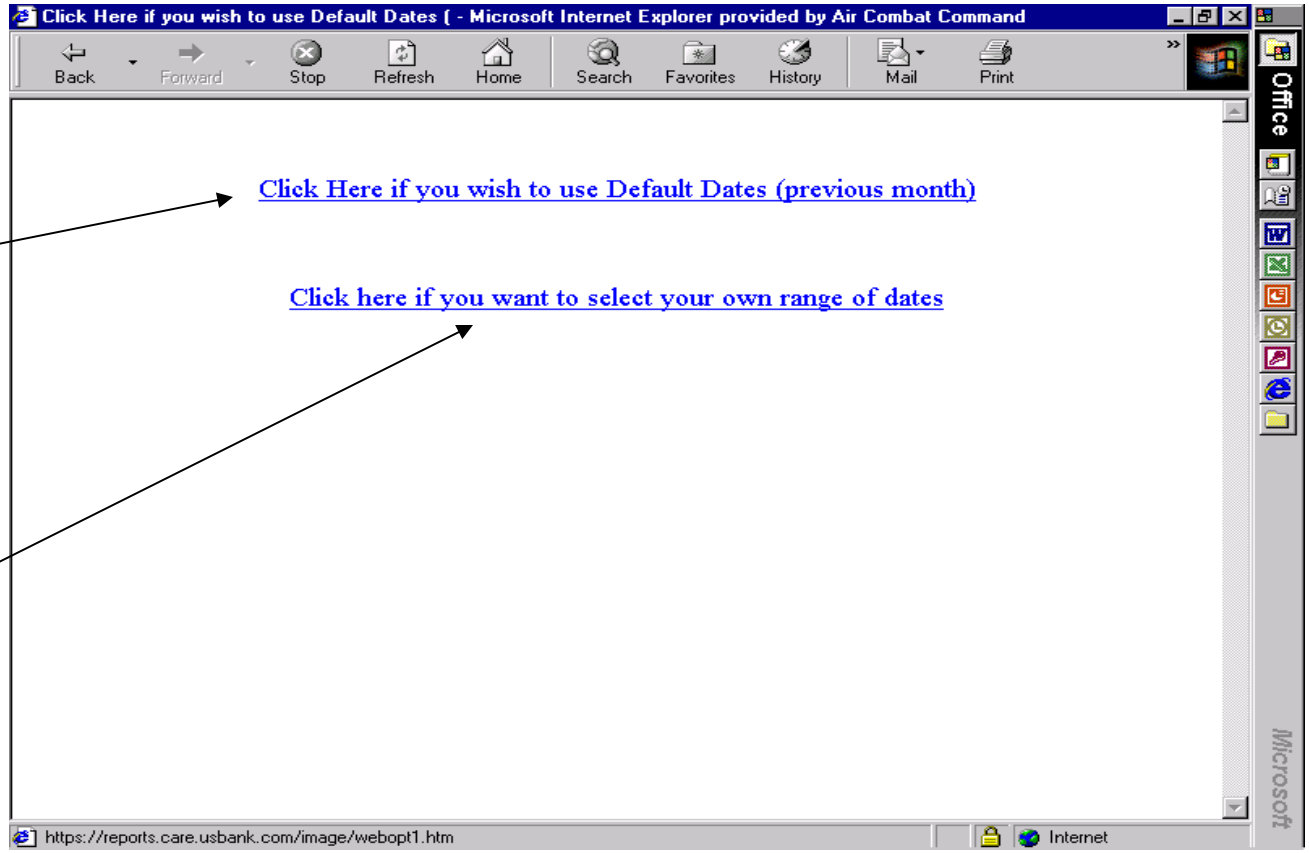
Under Summary Reports, click on Transaction Summary, then click the RUN button.



C.A.R.E. Reports

Select the report you want to run. To get a spreadsheet with the previous month's cycle data, click on the first selection.

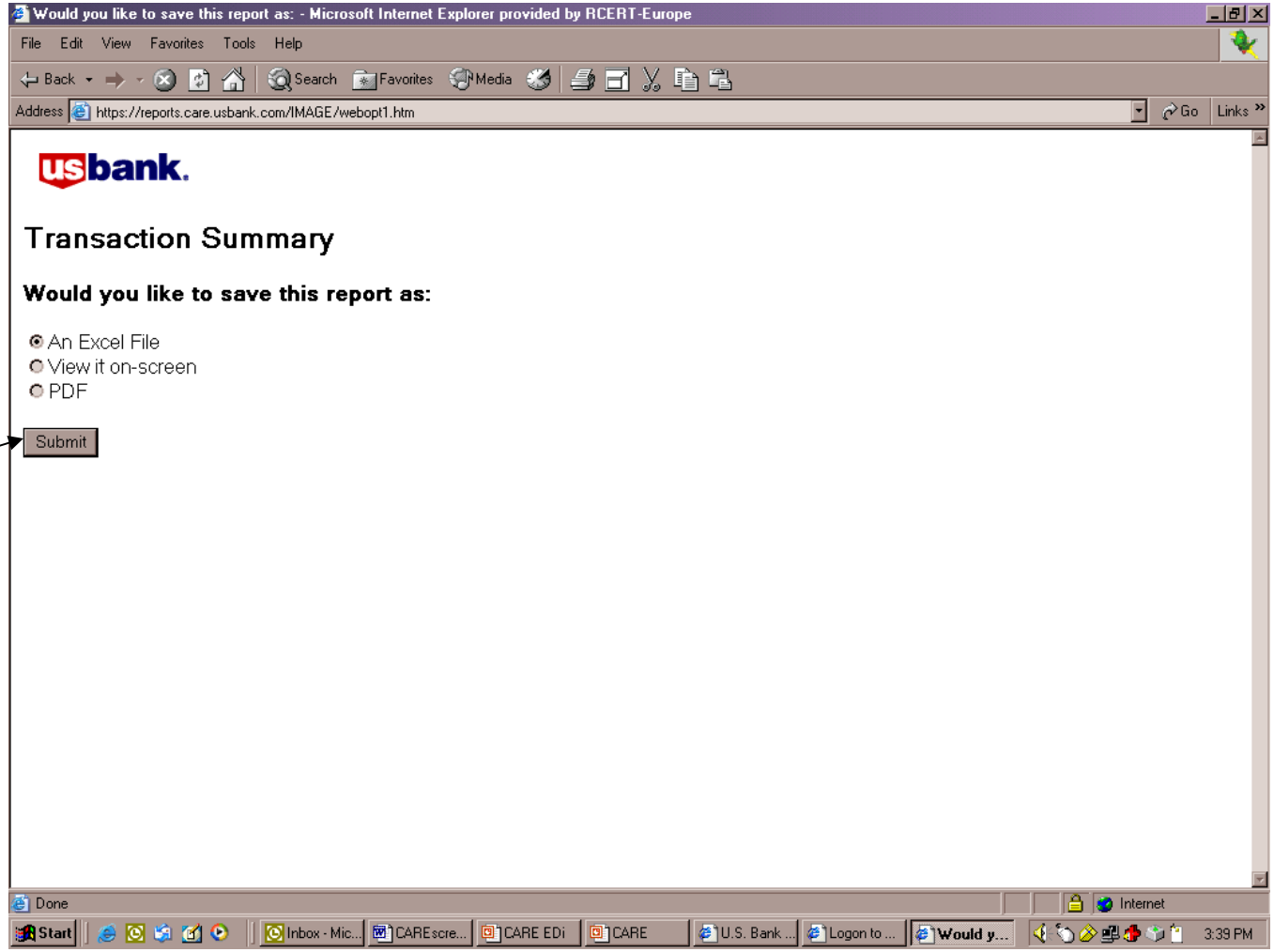
If you are compiling data for a specific range of dates (i.e., quarterly or annual figures) choose the second selection and enter the dates required.



C.A.R.E. Reports

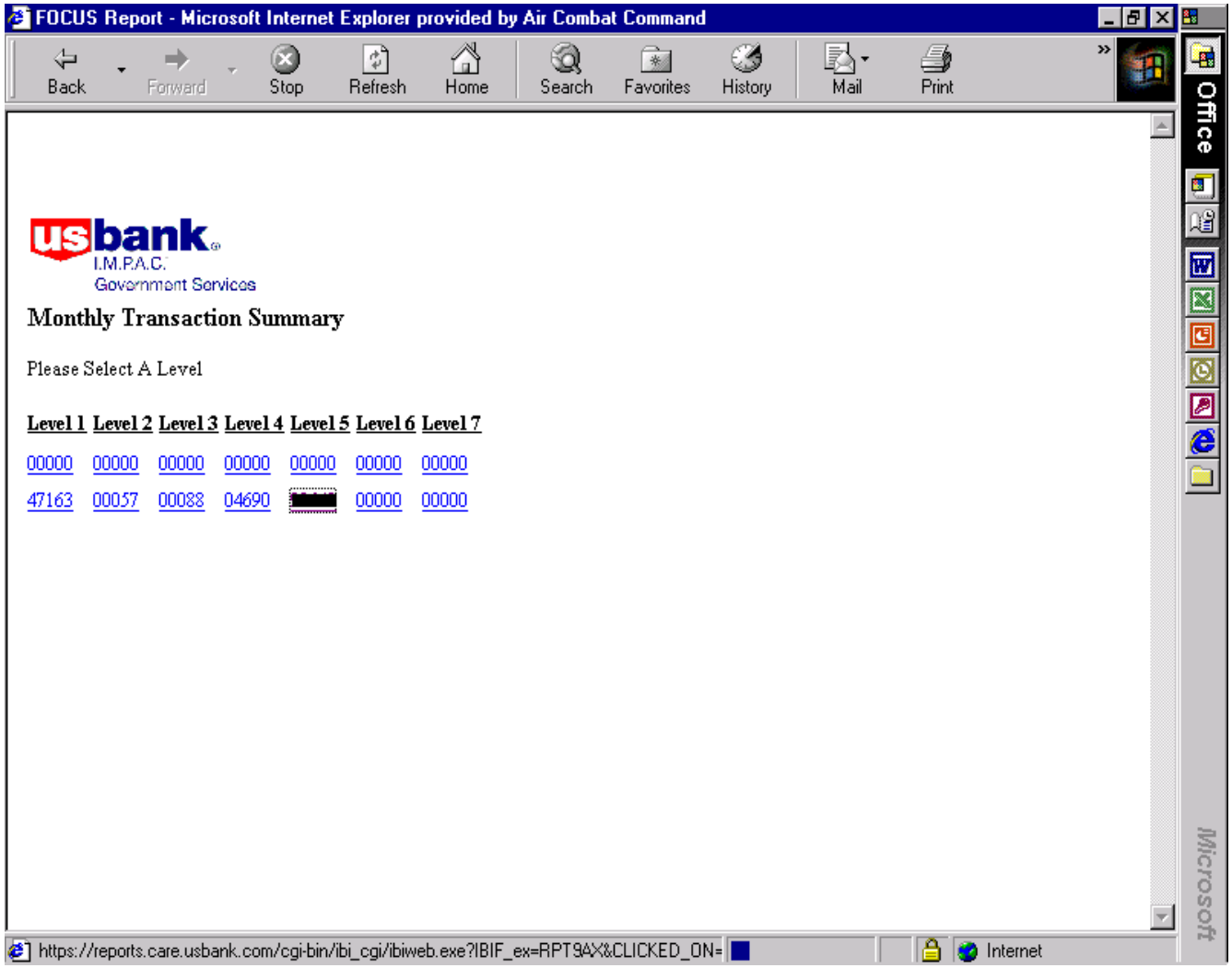
For ease of reading/printing and manipulation, select output as an Excel file.

Click Submit.



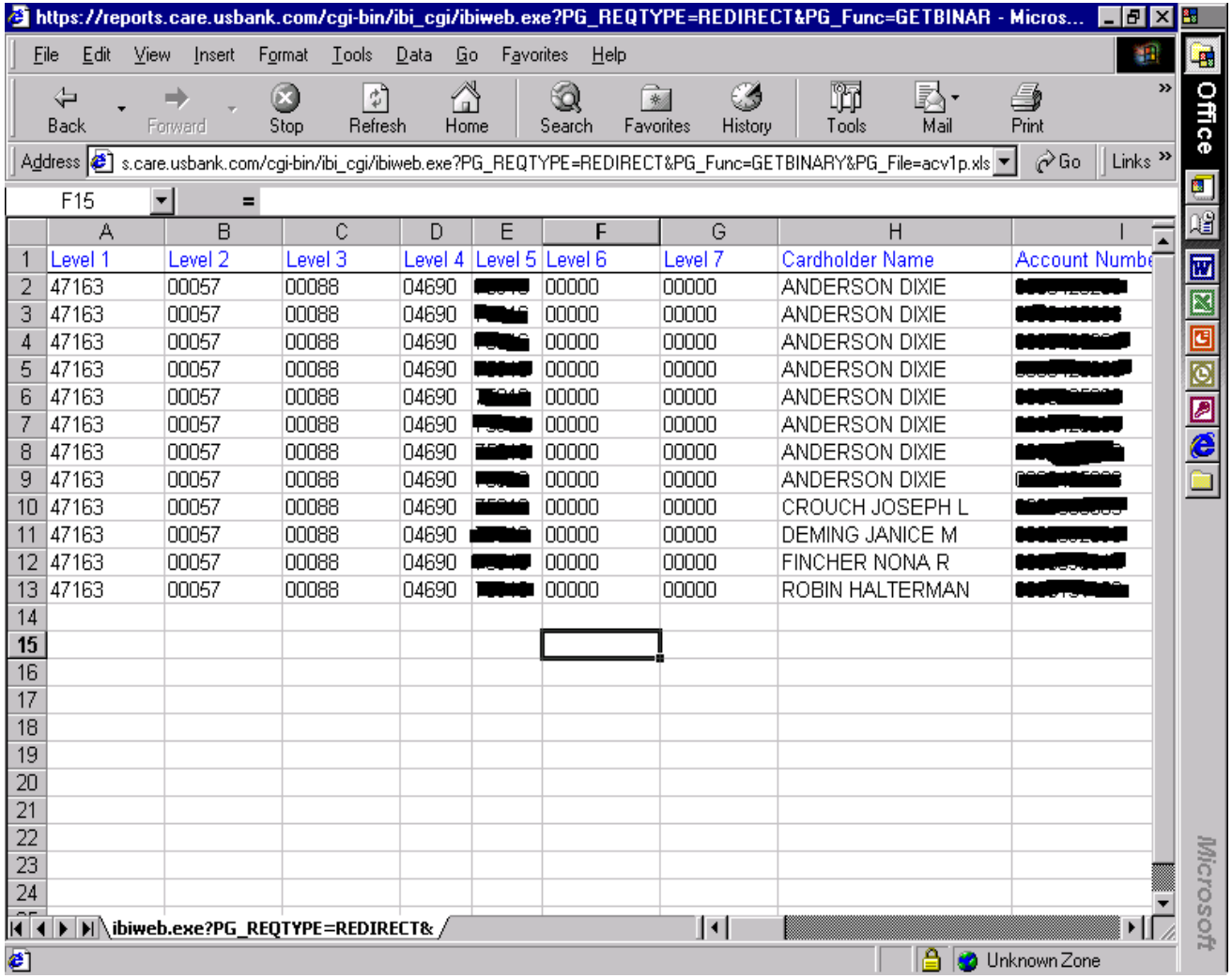
C.A.R.E. Reports

Now you must identify the account you want to print. Select your Level 5 number (same as company number).



C.A.R.E. Reports

This is the report you will receive. It is a combined listing of all your account holders for the period of time specified. There will be a lot of data on the report you may not need. You can resize the columns to save space and even hide/delete columns you don't need (such as Levels 6 and 7) so you can print your report.



	A	B	C	D	E	F	G	H	I
1	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Cardholder Name	Account Numbe
2	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
3	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
4	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
5	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
6	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
7	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
8	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
9	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
10	47163	00057	00088	04690	[redacted]	00000	00000	CROUCH JOSEPH L	[redacted]
11	47163	00057	00088	04690	[redacted]	00000	00000	DEMING JANICE M	[redacted]
12	47163	00057	00088	04690	[redacted]	00000	00000	FINCHER NONA R	[redacted]
13	47163	00057	00088	04690	[redacted]	00000	00000	ROBIN HALTERMAN	[redacted]
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

Remember to certify on time!

REMEMBER:

- **Cardholders have 3 working days after Billing Cycle ends (23rd) to complete Transaction Logs, reconcile and approve of purchases.**

- **Billing Officials have 2 days after that to Approve Billing Statements (total of 5 days).**

- **Billing Officials can act on behalf of Cardholders, complete Transaction Logs, reconcile and approve purchases.**

- **15 calendar days after Billing Cycle ends, Cardholders are locked out of that cycle and Billing Official MUST complete the above.**